



City of Hill City Agenda
January 2026 Council Meeting
January 13, 2026 at 6:00 PM
Hill City Community Room

Note: Please silence your electronic devices during the meeting. Thank you.

1. Call to Order/Pledge of Allegiance

2. Additions or Corrections to the Agenda

3. Guest Speaker

4. Consent Agenda

a. Approve minutes of the Regular Council Meeting

b. Approve

Account Balances as of January 5, 2026. Checking \$484,854.72, MM \$29,032.57, CD \$510,591.40

Checking Account December Reconciliation

Claim's - 12/30/2025 \$34,483.73, 1/9/2026 \$579,884.35, 1/13/2026 \$536.53

EFT's - 12/1 payroll \$11,382.66, 12/1 PERA \$2,984.52, 12/1 Fed Taxes \$2,774.90,

12/2 Withholding Tax \$1,287.79, 12/9 November Sales Tax \$8.00, 12/15 Payroll

\$14,349.52, 12/15 PERA \$3,312.57, 12/15 Fed Taxes \$3,939.67, 12/29 Payroll

11,614.35, 12/29 Fire & 1st Responder Payroll \$1,920.87, 12/29 PERA \$3,751.66,

12/29 Fed Taxes \$4,028.76, 1/5 Withholding tax \$2,237.78, 1/6 Sales Tax \$30.00, 1/12

Payroll 12,202.18, PERA 3,199.24, Fed Taxes \$2,932.55

Transfer - \$0.00

c. Reports – Public Works, Fire, Police, Clerk

5. Public Forum – 3-minute limit

6. Reports:

a. Mayor and Council

b. Engineer

c. CEDA

d. Land Use Committee

e. Events & Planning Committee

f. Personnel Committee

g. Facilities/Equipment Committee

h. Park Committee

7. Old Business

a. Quote for Plumbing for the Fish Cleaning House

8. New Business

- a. Approve Resolution 2026 - 1 Setting the 2026 Appointments
- b. Sewer Line connection issues at 104 Elm St N
- c. Culvert Runway Pay Application in the amount of \$75,130.00 to Subsurface, Inc
- d. Airport Culvert lining Draw Request in the amount of \$78,826.00.
- e. Approve Pay Application #13 in the amount of \$430,522.00 to McGough construction
- f. Water Treatment Plant Draw Request #13 in the amount of \$457,282.00.
- g. Legislative-Citizen Commission of Minnesota Resources (LCCMR) has issued its 2027 Request for Proposal (RFP) for funding from Minnesota's Environment and Natural Resources Trust Fund.
- h. Approve Banners for Street Poles
- i. Rental of Boat Slips - The Park Committee recommends \$10/day and \$1,000/Season with 2 seasonal sites.
- j. 2026 Blandin Grant open is January for upgrading public spaces. Do we want to have a committee?
- k. Set up a meeting to discuss the Fee Schedule. Change from an Ordinance to a Resolution.
- l. Approve Council pay for December.
- m. Clerk Meyer would like to attend the Municipal Clerks & Finance Officers Association (MCFOA) annual conference March 25 - 27. Early Bird (Prior to Feb 24) Registration \$395.

9. Upcoming Meetings

- a. Wednesday, January 14th – Water Treatment Plant meeting 10 am – Fire Hall
Wednesday, January 28th – Water Treatment Plant meeting 10 am – Fire Hall

Tuesday, February 10th - Regular Council Meeting 6 pm - Hill City Community Room

10. Adjourn



City of Hill City Minutes
Truth in Taxation
December 09, 2025 at 6:00 PM
Hill City Community Room

Note: Please silence your electronic devices during the meeting. Thank you.

1. Call to Order

Mayor Lange called the meeting to order at 6:02 pm. Everyone joined in the pledge of allegiance.

PRESENT

- Mayor Dave Lange
- Council Member Lin Benson
- Council Member Tom Semler
- Council Member Kenny Hilton
- Council Member Amanda Goodrich

2. Additions or Corrections to the Agenda

There were no additions or corrections to the agenda.

Motion made by Council Member Benson, Seconded by Council Member Semler.
Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

3. Business

2026 Budget and Levy Information

Mayor Lange asked if anyone had any questions. One question asked was why did the property taxes go up, what changed? Mayor Lange said his taxes went up 15%. There were a few years when taxes didn't go up and during covid taxes were reduced. To make up for these taxes have had to increase. The police dept is where the biggest cost is to the city. A resident stated that in 2023 the total levy was less than what the police dept budget is now. There were questions regarding the police departments budget. Public Safety Director Saxton was out of town and couldn't attend this meeting but stated that he is available anytime via phone.

There is a budget meeting on December 16th at 6 pm. All department heads will be attending this meeting and will answer questions.

4. Adjourn

A Motion was made to adjourn the meeting at 7:12 pm.

Motion made by Council Member Benson, Seconded by Council Member Goodrich.
Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

Dave Lange, Mayor

Tami Meyer, Clerk/Treasurer



City of Hill City Minutes
December Regular Council Meeting
December 09, 2025 at 6:00 PM
Hill City Community Room

Note: Please silence your electronic devices during the meeting. Thank you.

1. Call to Order/Pledge of Allegiance

Mayor Lange called the meeting to order at 7:17 pm. The Pledge of Allegiance was said at the start of the Truth in Taxation meeting prior to the council meeting.

PRESENT

Mayor Dave Lange
Council Member Lin Benson
Council Member Tom Semler
Council Member Kenny Hilton
Council Member Amanda Goodrich

2. Additions or Corrections to the Agenda

Add Approve November Council Pay to New Business.

Motion made to approve the agenda with the addition mentioned above.

Motion made by Council Member Benson, Seconded by Council Member Semler.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

3. Guest Speaker

a. Chris Knopik, CLA - Presenting the 2024 Audit

Mr. Knopik gave a presentation of the 2024 Audit.

Audit Results

Unmodified (clean) opinion on the December 31, 2024 financial statements on Regulatory Basis of Accounting.

Internal controls weakness found were limited segregation of duties, internal control over the financial reporting process and accrual conversion. All are common for smaller municipalities.

There were no legal findings.

They recommend having a Fund Balance Policy and an Investment Policy.

General Fund Cash Basis Accounting - Fund Balance decreased \$105,893. Revenues were over budget by \$120,780 and Expenditures were also over budget by \$191,508.

Police Fund Cash Basis Accounting – fund balance decreased \$240,087, revenues under budget by \$43,289 and expenditures were over budget by \$107,667.

Fire Fund Cash Basis Accounting – fund balance increased \$15,531, revenues over budget by \$91,772 and expenditures were over budget by \$76,241.

Water Fund – Full accrual accounting for 2024 and going forward. Construction in progress of \$2,031,974, Net position increased \$1,439,683, Operations lost \$61,259.

Sewer Fund Cash Basis accounting – Net Position decreased \$5,150, Revenues \$248,703 (previous year \$249,388), Expenses \$255,125 (previous year \$146,751).

4. Consent Agenda

- a. Approve minutes of the Regular Council Meeting
- b. Account Balances

Claim's - 11/18 \$495.00, 11/24 \$14,299.51, 12/5 \$56,350.09, 12/9 \$611,008.69

EFT's - 11/17 Payroll \$11,886.04, 11/18 Fed Taxes \$2,948.72, 11/19 PERA \$2,986.69, 11/25 Colonial Life \$52.32, 12/1 Payroll \$11,382.66, 12/1 PERA \$2,985.52, 12/1 Fed Tax \$2,774.90, 12/2 Withholding Taxes \$1,287.79, 12/9 Sales Tax \$8.00

No Transfers

- c. Reports – Public Works, Fire, Police, Clerk

Maintenance

- Changed oil in Grey ¾ ton.
- 1070 John Deere Tractor is having Hydraulic issues.

Water

- On going work with Bolton & Menk on the Water Treatment Plant.
- Took a tour of Pine River's Water Treatment Plant
- Working on Well 3 with Bolton & Menk for flow problems.
- Updating GPS Maps with Rural Water.

Sewer

- Fall discharge is done.

Parks

- Park Ave. will be closed within the next week for the winter.

Airport

- Working with Bolton & Menk on the Fencing project.
- The brushing is done.
- The conex is here.

Streets

- First snowplow went well.

Trail

- Nothing to report.

Fire

- 7 fire/first responder calls for the month
- They will be participating in the Shop with a Hero in Grand Rapids on 12/7
- 2026 Officers are
 - Chief – Jeremy Nelson
 - Asst. Chief – Ron Saxton
 - Secretary – Mark Meyer
 - Captains
 - Alan Myers
 - George Casper
 - Matt Huseby
 - Gabe Sweeney

Clerk

- Working with Bolton & Menk on multiple projects.
- Working with Clifton, Larson, Allen (CLA) on the 2024 Audit.
- Working on the 2026 Budgets.
- Attended the following meetings/activities
 - November 10th – Linda Blandin Grants
 - November 12th – Airport Meeting
 - November 13th – MN Paid Leave Webinar
 - November 14th – Legacy Grant Check-in
 - November 19th – Clerk’s Monthly Meeting
 - November 20th – PERA Webinar

There was no Police report this month.

There was a motion to approve the consent agenda.

Motion made by Council Member Semler, Seconded by Council Member Goodrich.
Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

5. Public Forum – 3-minute limit

No public spoke.

6. Reports:

a. Mayor and Council

Mayor Lange leveled up the recycling site at the corner of 169 & 200. Aitkin County will be putting up a fence and getting the recycling bin. They are working on the logistics of when it will be open and if it will be monitored.

b. Engineer

Force Main Reroute Project

- Contractor received remote dialers. Waiting on an installation date.
- Same update as the last few months for turf establishment. We’re waiting for grass to fully establish. We’ll wait until next spring to close the project.

Water Treatment Plant Project

- Work has progressed mostly on the interior of the building.
- Most effort will be on equipment startups in the plant in December and January
- Water plant commissioning this winter with site work wrap up in spring of 2026.

Hill City Airport

- Continued efforts on the ALP
- Hoping to schedule an update meeting in February to review city's preferred layout and MnDOT Aeronautics comments.
- Performed survey for airport fence project
- Met with MnDOT Aeronautics to discuss the inspection that was completed and provided MnDOT with a response letter to clarify items in the inspection.

Hill City Wastewater Treatment Facility

- Contractor successfully repaired the leak in the outfall structure.
- Project is complete Lead Service Line Inventory
- Assisted staff with mailing lists for LSL notifications.

c. CEDA

Jessica gave her report. CEDA would like the council to fill out a review.

Christmas Festival was a good turnout. It was too cold to do the sleigh ride to do the voting on Christmas lights. The judging will be on the 15th now; Jessica will put a post on Facebook about it.

1. Park and Rec

- Working on gathering information on next steps for the campground.
- Suggest on applying for Outdoor Recreation Grant opens Dec. 15.

2. Veterans Commemoration Grant

- Still working on stencils for the helicopter.
- Emblems are all installed.

3. Events Committee

- Attended Committee meeting on November 5th. Next meeting will be January 7th.
- Picked up supplies for the Christmas Festival.
- Yearly Events:
 - o Food Booth – Lion's Fishing Contest – Fundraiser
 - o Easter Egg Hunt
 - o Taco Bar – Fundraiser
 - o 4th of July
 - o National Night Out

- o Christmas Festival

- Two grants submitted to the DNR to combat Emerald Ash Borer.

- o Community Tree Planting Grant

- o ReLeaf

- Suggest looking at 2026 priorities.

- d. Land Use Committee

Eckelman property – Clerk Meyer stated that she needs a cost and a date to add to the letter and she will get it mailed out. Amanda will get a quote and get to Clerk Meyer.

- e. Events & Planning Committee

The next meeting is January 7th at 5 pm.

- f. Personnel Committee – has not met.

- g. Facilities/Equipment Committee – has not met.

- h. Park Committee – has not met.

7. Old Business

- a. Larmar Agreement

Motion to approve the Larmar Agreement for the advertising sign at HWY 169 & HWY 200.

Motion made by Council Member Benson, Seconded by Council Member Goodrich.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

- b. Quote for Plumbing for Fish Cleaning House

Casper has not heard back from Seth Amundson.

8. New Business

- a. Approve Pay Request #12 in the amount of \$606,549.

A motion was made to approve pay McGough Construction (pay request #12) in the amount of \$606,549.00.

Motion made by Council Member Benson, Seconded by Council Member Semler.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

- b. Approve Draw Request #12 in the amount of \$629,269.20.

A motion was made to approve sending draw request #12 into PFA for reimbursement in the amount of \$629,269.20.

Motion made by Council Member Benson, Seconded by Council Member Goodrich.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

- c. Northwoods Quads Gambling Permit

A motion was made to approve the raffle permit for Northwoods Quads. The drawing will be on July 4, 2026.

Motion made by Council Member Benson, Seconded by Council Member Goodrich.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

- d. DNR Outdoor Recreation Grant - Should we apply? Multi-Court, RV Sewer hook-ups, The DNR Outdoor Recreation Grant opens December 19th. It is a very competitive and grant. We can apply for this grant to help with the multi-court and to put in sewer at the remaining rv sites at the campground.

The council said to move forward with it as long as the city doesn't have to put out a lot of money. A Park meeting is set for January 7th at 6 pm to discuss the grant.

- e. This will be for Upgrading Public Facilities. Do we want to apply?

Blandin will be opening up a grant in January for upgrading public facilities. Linda Gibeau, Grants Program Officer-Small Communities Blandin Foundation, came to talk with Clerk Meyer about the current Blandin Grants and the upcoming one. She looked at the kitchen area and said we should definitely apply.

A motion was made to move forward with the grant when it opens.

Motion made by Council Member Goodrich, Seconded by Council Member Hilton.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

- f. Approve Lion's Club Fishing Contest February 14th

A motion was made to approve the Lion's Club Fishing contest permit.

Motion made by Council Member Hilton, Seconded by Council Member Goodrich.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Hilton, Council Member Goodrich

- g. LMC Elected Leaders Institute: Next-Level Leaders

Clerk Meyer informed the council that the League of MN Cities annual Elected Leaders Institute trainings are February 6 - 7 in Plymouth and February 20 - 21 in Alexandria. She said if anyone would like to go to let her know and she would get them registered. She also informed them that the City Day on the Hill is March 11th in St Paul.

Mayor Lange would like to be registered to go to the Plymouth Training Feb 6th & 7th. He would also like to go to the City Day on the Hill in March.

- h. FYI

Monitoring Report CDAP-23-0096-O-FY24

- i. Hill City School Yearbook Thank You

The Hill City School Yearbook staff sent a Thank You for the ad.

- j. Approve 2026 CEDA Contract in the amount of \$32,340.00.

There was a motion to approve the 2026 CEDA Contract in the amount of \$32,340.00.

Motion made by Council Member Goodrich, Seconded by Council Member Semler.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

- k. Council pay

There was a motion to approve the November Council Pay.

Motion made by Council Member Benson, Seconded by Council Member Goodrich.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

9. Upcoming Meetings

- December 16 - Budget Meeting 6 pm
- January 7th – Events & Planning Meeting 5 pm
- January 7th – Park Meeting 6 pm
- January 13 - Regular Meeting

10. Adjourn

There was a motion to adjourn the meeting at 8:31 pm.

Motion made by Council Member Benson, Seconded by Council Member Semler.

Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

Dave Lange, Mayor

Tami Meyer, Clerk/Treasurer



City of Hill City Minutes
Budget Council Meeting
December 16, 2025 at 6:00 PM
Hill City Community Room

Note: Please silence your electronic devices during the meeting. Thank you.

1. Call to Order

Mayor Lange called the meeting to order at 6:00 pm

PRESENT

Mayor Dave Lange

Council Member Lin Benson

Council Member Tom Semler

Council Member Kenny Hilton

Council Member Amanda Goodrich

2. Additions or Corrections to the Agenda

There were no additions or corrections to the agenda.

3. Business

a. Review of Budgets and Levy's

- Mayor Lange talked with the County about why our property taxes went up and the County and School District didn't. They explained that it was due to the pipeline.
- Mayor Lange talked about the past budgets and using savings to cover them instead of raising the levy. There were some big purchases in the past few years, new vehicles such as a police car, and a maintenance truck.
- No one wants the police dept shut down.
- Can the council disband the police department without a citizen vote? The council could but that isn't what they want to do.
- A citizen stated that he moved to Hill City because the city has a police dept. It may take some creativity, but we need to keep the dept. He feels that the County should be helping cities. The small town is what they like and why they moved here.

There was a lot of good discussion on budgets, police department, water, the cost of everything, and what we should/can afford.

We have good people that work for the city and Saxton doesn't want to keep the cops if we have to cut other departments. We all work well together, helping each other out.

b. Approve Resolution 2025 - 17 Setting Final Levy

Clerk Meyer suggested a 15% increase in the levy with a breakdown of General Fund \$150,000, Fire Fund \$20,000, Police fund \$135,363.38, Trail fund \$15,934.74, Streets \$25,000 for a total levy of \$346,298.12.

There was more discussion.

A motion was made to set the final levy with a 15% increase. The breakdown is as follows; General Fund \$150,000, Fire Fund \$20,000, Police fund \$135,363.38, Trail fund \$15,934.74, Streets \$25,000 for a total levy of \$346,298.12.

Motion made by Council Member Goodrich, Seconded by Council Member Benson.
Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

4. Adjourn

Motion to adjourn the meeting at 7:20

Motion made by Council Member Goodrich, Seconded by Council Member Benson.
Voting Yea: Mayor Lange, Council Member Benson, Council Member Semler, Council Member Hilton, Council Member Goodrich

Dave Lange, Mayor

Tami Meyer, Clerk/Treasurer

Date Range : 12/30/2025 To 12/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/30/2025	Central Pension Fund	Union Pension 12/1 - 12/31/2025	16495	\$800.00			
					100-41425-165-	Clerk	\$80.00
					100-43101-165-	Highway, streets, roads	\$80.00
					100-41425-162-	Clerk	\$320.00
					100-43101-162-	Highway, streets, roads	\$320.00
12/30/2025	McCoy Construction & Forestry	Cutting edges	16496	\$448.13			
					100-43125-220-	Ice and Snow Removal	\$224.65
					100-43101-220-	Highway, streets, roads	\$223.48
12/30/2025	Ford of Hibbing	Ron squad	16497	\$720.70			
					260-42101-220-	Police	\$720.70
12/30/2025	Wm. J Schwartz & Sons, Inc.	Sat sand	16498	\$2,295.00			
					100-43125-217-	Ice and Snow Removal	\$2,295.00
12/30/2025	Central McGowan Inc	Oxygen Acetoline	16499	\$28.55			
					100-43101-220-	Highway, streets, roads	\$28.55
12/30/2025	League of Minnesota Cities	Elected Leaders Conference - Lange	16500	\$390.00			
					100-41310-207-	Mayor	\$390.00
12/30/2025	Frandsen Bank - Zumbrota	Water Tower Painting	16501	\$25,986.50			
					601-49400-601-	Water Utilities - Source of Supply	\$23,000.00
					601-49400-611-	Water Utilities - Source of Supply	\$2,986.50
12/30/2025	RMB Environmental Labs.	wastwater	16502	\$182.88			
					602-49450-300-	Sewer Utilities - Sanitary Sewer Maintenance	\$182.88
12/30/2025	AT & T Mobility	PD Phones, Aircards, Fire & Park Phone	16503	\$1,843.46			
					100-45210-321-	Park & Campground	\$83.15
					225-42201-321-	Fire	\$1,540.86
					260-42101-321-	Police	.22

Date Range : 12/30/2025 To 12/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					602-49450-321-	Sewer Utilities - Sanitary Sewer Maintenance	\$19.12
					601-49400-321-	Water Utilities - Source of Supply	\$19.11
12/30/2025	Environmental SystemResearch Instit	Annual Subscription	16504	\$1,211.00			
					601-49400-460-	Water Utilities - Source of Supply	\$403.66
					602-49450-460-	Sewer Utilities - Sanitary Sewer Maintenance	\$403.66
					100-43101-460-	Highway, streets, roads	\$403.68
12/30/2025	Acheson Tire Inc.	Inner Tube	16505	\$50.00			
					100-49355-220-	Airport	\$50.00
12/30/2025	Corporate Payment Systems	Misc	16506	\$527.51			
					100-41140-460-	GENERAL GOVERNMENT	\$46.32
					100-41140-200-	GENERAL GOVERNMENT	\$29.98
					100-41425-200-	Clerk	\$48.95
					100-41140-211-	GENERAL GOVERNMENT	\$22.75
					100-43101-200-	Highway, streets, roads	\$22.02
					100-49355-440-	Airport	\$205.00
					225-42201-211-	Fire	\$22.75
					260-42101-212-	Police	\$35.76
					601-49400-200-	Water Utilities - Source of Supply	\$46.99
					602-49450-200-	Sewer Utilities - Sanitary Sewer Maintenance	\$46.99
Total For Selected Claims				\$34,483.73			\$34,483.73

Date Range : 12/30/2025 To 12/30/2025

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Amanda M Goodrich		City Council/Town Board				Date
	David W. Lange		City Council/Town Board				Date
	Ken Hilton		City Council/Town Board				Date
	Lin M. Christensen Benson		City Council/Town Board				Date
	Sean a. Lathrop		City Council/Town Board				Date
	Thomas E. Semler		City Council/Town Board				Date

As of Jun 5, 2026

Home

Alerts

You have no alerts.

Accounts

NOW

XX0070

Current balance

\$484,854.72

MMDA

XX6994

Current balance

\$29,032.57

12 MONTH

XX0557

Current balance

\$510,591.40

January 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31			\$831,361.31
3/31/25	\$831,361.31			\$831,361.31
4/30/25	\$831,361.31			\$831,361.31
5/31/25	\$831,361.31			\$831,361.31
6/30/25	\$831,361.31			\$831,361.31
7/31/25	\$831,361.31			\$831,361.31
8/31/25	\$831,361.31			\$831,361.31
9/30/25	\$831,361.31			\$831,361.31
10/31/25	\$831,361.31			\$831,361.31
11/30/25	\$831,361.31			\$831,361.31
12/31/25	\$831,361.31			\$831,361.31

\$128,995.06	Money Market
\$1,029,238.92	60 Month CD (February 11, 2027)
<u>\$1,158,233.98</u>	
\$1,253,034.11	Cash Control Balance

Deposits in Transit	\$192.27
Outstanding Checks	\$736,753.45
Balance	\$94,800.13

\$0.00 **\$94,800.13**

Outstanding Checks

Deposits in Transit

5/22/2024	23248	Commissioner of Tr	\$2,500.00
12/10/2024	23625	George Casper	\$35.00
12/30/2024	23656	First Responder Pay	\$36.94
12/30/2024	23669	Fire Dept. Payroll	\$803.44
1/14/2025	23677	McGough Construct	\$717,615.00
1/14/2025	23678	American Engineeri	\$1,527.50
1/14/2025	23681	Northeast Interager	\$1,159.06
1/14/2025	23690	George Casper	\$35.00
1/14/2025	23697	Civic Plus LLC	\$3,300.00
1/30/2025	23719	Lake Country Power	\$4,220.06
1/30/2025	23720	SCI Broadband	\$77.72
1/30/2025	23721	Corporate Payment	\$5,231.35
1/30/2025	23722	Marco Technologies	\$212.38

1/27/2025 Batch 1537 **\$192.27**

Total Outstanding Checks \$736,753.45

Total Deposits in Transit \$192.27

March 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31	\$239,260.50	\$848,326.13	\$222,295.68
3/31/25	\$222,295.68	\$160,085.69	\$287,098.79	\$95,282.58
4/30/25	\$95,282.58			\$95,282.58
5/31/25	\$95,282.58			\$95,282.58
6/30/25	\$95,282.58			\$95,282.58
7/31/25	\$95,282.58			\$95,282.58
8/31/25	\$95,282.58			\$95,282.58
9/30/25	\$95,282.58			\$95,282.58
10/31/25	\$95,282.58			\$95,282.58
11/30/25	\$95,282.58			\$95,282.58
12/31/25	\$95,282.58			\$95,282.58

\$29,010.71	Money Market
\$1,031,958.75	60 Month CD (February 11, 2027)
<u>\$1,060,969.46</u>	

\$1,155,609.86 Cash Control Balance

Deposits in Transit \$9,381.47
 Outstanding Checks \$10,023.65

Balance	\$94,640.40	\$0.00	\$94,640.40
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Outstanding Checks

5/22/2024	23248	Commissioner of Tr	\$2,500.00
1/14/2025	23690	George Casper	\$35.00
2/10/2025	23749	Payroll	\$27.70
3/11/2025	23778	Tami Meyer	\$33.61
3/27/2025	23807	Matt Huseby	\$294.77
3/27/2025	23808	Lake Country Power	\$4,639.06
3/27/2025	23809	AT&T Mobility	\$1,087.44
3/31/2025	Withholding	MN Revenue	\$1,406.07

Deposits in Transit

3/24/2025	Batch 1629	\$4,305.82
3/25/2025	Misc & Donations	\$3,183.48
3/26/2025	Batch 1644 Holm	\$78.00
3/26/2025	Batch 1648 Olson	\$78.92
3/28/2025	Batch 1656	\$242.12
3/26/2025	Mercado Dog License	\$7.50
3/31/2025	Caverly	\$38.23
3/31/2025	Batch 1659	\$1,351.70
3/31/2025	Batch 1658 Berg	\$47.85
3/31/2025	Batch 1661 Weyer	47.85

Total Outstanding Checks

\$10,023.65

Total Deposits in Transit

\$9,381.47

April 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31	\$239,260.50	\$848,326.13	\$222,295.68
3/31/25	\$222,295.68	\$160,085.69	\$287,098.79	\$95,282.58
4/30/25	\$95,282.58	\$107,426.44	\$100,555.43	\$102,153.59
5/31/25	\$102,153.59			\$102,153.59
6/30/25	\$102,153.59			\$102,153.59
7/31/25	\$102,153.59			\$102,153.59
8/31/25	\$102,153.59			\$102,153.59
9/30/25	\$102,153.59			\$102,153.59
10/31/25	\$102,153.59			\$102,153.59
11/30/25	\$102,153.59			\$102,153.59
12/31/25	\$102,153.59			\$102,153.59

	\$29,013.09	Money Market
	\$1,031,958.75	60 Month CD (February 11, 2027)
	\$1,060,971.84	

\$1,154,565.21 Cash Control Balance

Deposits in Transit \$429.97
 Outstanding Checks \$8,990.19

	Balance	\$93,593.37	\$0.00	\$93,593.37
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Outstanding Checks

Date	Check #	Description	Amount
5/22/2024	23248	Commissioner of Tr	\$2,500.00
2/10/2025	23749	Payroll	\$27.70
4/8/2025	23812	MN Council of Airpc	\$50.00
4/8/2025	23832	Aitkin Co. Recorder	\$184.00
4/29/2025	23846	AT&T Mobility	\$1,119.62
4/29/2025	23847	MPCA	\$345.00
4/29/2025	23848	Lake Country Power	\$4,561.13
4/29/2025	23849	Marco Tech	\$202.74

Deposits in Transit

Date	Description	Amount
4/30/2025	Camping C.C. Res.	\$134.00
4/30/2025	Batch 1715 Butler, Snc	\$183.12
4/30/2025	Batch 1716 Berg, Stott	\$112.85

Total Outstanding Checks \$8,990.19

Total Deposits in Transit \$429.97

June 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31	\$239,260.50	\$848,326.13	\$222,295.68
3/31/25	\$222,295.68	\$160,085.69	\$287,098.79	\$95,282.58
4/30/25	\$95,282.58	\$107,426.44	\$100,555.43	\$102,153.59
5/31/25	\$102,153.59	\$1,317,676.01	\$1,156,254.62	\$263,574.98
6/30/25	\$263,574.98			\$263,574.98
7/31/25	\$263,574.98			\$263,574.98
8/31/25	\$263,574.98			\$263,574.98
9/30/25	\$263,574.98			\$263,574.98
10/31/25	\$263,574.98			\$263,574.98
11/30/25	\$263,574.98			\$263,574.98
12/31/25	\$263,574.98			\$263,574.98

\$29,015.55	Money Market
<u>\$500,000.00</u>	60 Month CD (February 11, 2027)
\$529,015.55	

\$775,122.06 Cash Control Balance

Deposits in Transit \$146.00
 Outstanding Checks \$17,614.47

Balance	\$246,106.51	\$0.00	\$246,106.51
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Outstanding Checks

5/22/2024	23248	Commissioner of Tr	\$2,500.00
2/10/2025	23749	Payroll	\$27.70
4/8/2025	23832	Aitkin Co. Recorder	\$184.00
5/13/2025	23850	Volunteer Firefighte	\$14.00
5/13/2025	23870	Bolton & Menk	\$14,468.75
5/19/2025	23899	Reg Payroll Mayor	\$272.43
5/21/2025	23903	Grand Rapids Tire &	\$147.59

Deposits in Transit

	Campspot	\$146.00

Total Outstanding Checks \$17,614.47

Total Deposits in Transit \$146.00

June 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31	\$239,260.50	\$848,326.13	\$222,295.68
3/31/25	\$222,295.68	\$160,085.69	\$287,098.79	\$95,282.58
4/30/25	\$95,282.58	\$107,426.44	\$100,555.43	\$102,153.59
5/31/25	\$102,153.59	\$1,317,676.01	\$1,156,254.62	\$263,574.98
6/30/25	\$263,574.98	\$1,472,215.60	\$1,602,202.34	\$133,588.24
7/31/25	\$133,588.24			\$133,588.24
8/31/25	\$133,588.24			\$133,588.24
9/30/25	\$133,588.24			\$133,588.24
10/31/25	\$133,588.24			\$133,588.24
11/30/25	\$133,588.24			\$133,588.24
12/31/25	\$133,588.24			\$133,588.24

\$29,017.93	Money Market
\$500,000.00	12 Month CD (May 21, 2025)
<u>\$529,017.93</u>	

\$534,183.06 Cash Control Balance

Deposits in Transit \$6,947.18
 Outstanding Checks \$135,370.29

Balance	\$5,165.13	\$0.00	\$5,165.13
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Outstanding Checks

5/22/2024	23248	Commissioner of Tr	\$2,500.00
2/10/2025	23749	Payroll-lange	\$27.70
4/8/2025	23832	Aitkin Co. Recorder	\$184.00
6/10/2025	23913	Bolton & Menk	\$31,564.75
6/10/2025	23918	Minuteman Press	\$76.74
6/10/2025	23919	MN Dept. of Health	\$23.00
6/10/2025	23924	Aitkin Co. Recorder	\$46.00
6/23/2025	23943	Grand Forks Fire Eq	\$22,940.98
6/23/2025	23945	IUOE Local-49	\$140.00
6/23/2025	23947	Bolton & Menk	\$55,993.50
6/23/2025	23948	Central McGowan II	\$29.31
6/23/2025	23950	Aitkin County Recor	\$47.65
6/30/2025	Bank Draft	Regular Payroll	\$12,591.64
6/30/2025	Bank Draft	Fire & 1st Responde	\$2,017.83
6/30/2025	23952	Viking Industries	\$3,000.00
6/30/2025	23953	Tyler Svoboda	\$300.00
6/30/2025	23955	1st Responder Pay	\$83.11
6/30/2025	23956	Fire Pay	\$55.41
6/30/2025	23957	Fire Pay	\$69.26
6/30/2025	23958	Fire Pay	\$166.23
6/30/2025	23959	Fire Pay	\$55.41
6/30/2025	23960	Fire Pay	\$83.11
6/30/2025	23961	Fire Pay	\$166.23
6/30/2025	23962	Fire Pay	\$401.72
6/30/2025	23963	Fire Pay	\$429.43
6/30/2025	23964	Fire Pay	\$831.15
6/30/2025	23965	Fire Pay	\$110.82
6/30/2025	23966	Fire Pay	\$249.34
6/30/2025	23967	Fire Pay	\$235.49
6/30/2025	23968	Fire Pay	\$192.06
6/30/2025	23969	Fire Pay	\$83.11

Deposits in Transit

Batch 1795	\$435.01
Tammy Root Comm. Rent	\$40.00
Janet Hallerman Vender	\$50.00
Thiry Fire Wrk Donation	\$100.00
Steven Parabek Vendor	\$25.00
Leif Nelson building permit	\$100.00
Batch 1799	\$256.43
Humphrey Sign message	\$10.00
Chris Goodrich Camping	\$190.25
Batch 1804	\$1,419.83
Bruski Pavilion Rent	\$25.00
Batch 1808	\$723.38
Batch 1811	\$1,508.74
Batch 1815	\$957.67
Batch 1817	\$90.00
Batch 1825 Martin	\$100.00
Batch 1826 berg	\$95.70
Batch 1827	\$740.25
Batch 1828 Troumbly	\$39.92
Misty Childs	\$40.00

6/30/2025	23970	1st Responder Pay	\$129.29
6/30/2025	23971	1st Responder Pay	\$36.94
6/30/2025	23972	1st Responder Pay	\$9.23
6/30/2025	23973	1st Responder Pay	\$27.70
6/30/2025	23974	Fire Pay	\$83.11
6/30/2025	23975	1st Responder Pay	\$27.70
6/30/2025	23954	fire pay	\$249.34
		Camping Refunds	\$112.00

Section 4, Item b.

Total Outstanding Checks \$135,370.29

Total Deposits in Transit

\$6,947.18

September 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31	\$239,260.50	\$848,326.13	\$222,295.68
3/31/25	\$222,295.68	\$160,085.69	\$287,098.79	\$95,282.58
4/30/25	\$95,282.58	\$107,426.44	\$100,555.43	\$102,153.59
5/31/25	\$102,153.59	\$1,317,676.01	\$1,156,254.62	\$263,574.98
6/30/25	\$263,574.98	\$1,472,215.60	\$1,602,202.34	\$133,588.24
7/31/25	\$133,588.24	\$1,755,860.46	\$1,244,002.07	\$645,446.63
8/31/25	\$645,446.63	\$660,239.31	\$819,049.00	\$486,636.94
9/30/25	\$486,636.94	\$524,187.45	\$598,560.10	\$412,264.29
10/31/25	\$412,264.29			\$412,264.29
11/30/25	\$412,264.29			\$412,264.29
12/31/25	\$412,264.29			\$412,264.29

\$29,025.24 Money Market
\$505,267.95 12 Month CD (May 21, 2025)
 \$534,293.19

\$971,634.70 Cash Control Balance

Deposits in Transit \$28,165.26
 Outstanding Checks \$3,088.04

Balance \$437,341.51 \$0.00 **\$437,341.51**

Outstanding Checks

5/22/2024	23248	Commissioner of Tr	\$2,500.00
2/10/2025	23749	Payroll-lange	\$27.70
4/8/2025	23832	Aitkin Co. Recorder	\$184.00
6/30/2025	23972	1st Responder Pay	\$9.23
8/12/2025	24066	Langes Landscaping	\$205.50
9/22/2025	24136	Reg Payroll, Mayor	\$161.61

Deposits in Transit

Batch 1996	\$268.50
Batch 2005	\$347.50
Batch 2002 Washburn	\$92.07
Batch 2006	\$374.76
Batch 2007	\$121.75
Police State Aid	\$27,717.03
Camping refunds & payments	-\$958.00
Ellis	\$201.65

Total Outstanding Checks \$3,088.04

Total Deposits in Transit \$28,165.26

December 2025 Reconciliation

Section 4, Item b.

Date	Balance	Receipts	Disbursements	End Balance
1/31/25	\$751,191.07	\$831,978.92	\$751,808.68	\$831,361.31
2/28/25	\$831,361.31	\$239,260.50	\$848,326.13	\$222,295.68
3/31/25	\$222,295.68	\$160,085.69	\$287,098.79	\$95,282.58
4/30/25	\$95,282.58	\$107,426.44	\$100,555.43	\$102,153.59
5/31/25	\$102,153.59	\$1,317,676.01	\$1,156,254.62	\$263,574.98
6/30/25	\$263,574.98	\$1,472,215.60	\$1,602,202.34	\$133,588.24
7/31/25	\$133,588.24	\$1,755,860.46	\$1,244,002.07	\$645,446.63
8/31/25	\$645,446.63	\$660,239.31	\$819,049.00	\$486,636.94
9/30/25	\$486,636.94	\$524,187.45	\$598,560.10	\$412,264.29
10/31/25	\$412,264.29	\$510,999.11	\$152,758.90	\$770,504.50
11/30/25	\$770,504.50	\$770,155.88	\$1,048,461.57	\$492,198.81
12/31/25	\$492,198.81	\$775,905.99	\$783,152.17	\$484,952.63

\$29,032.57	Money Market
\$510,591.40	12 Month CD (May 21, 2025)
\$539,623.97	

\$981,629.13	Cash Control Balance
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Deposits in Transit
Outstanding Checks

\$42,947.47

Balance

\$442,005.16

\$0.00

\$442,005.16

Outstanding Checks

Outstanding Checks cont.

5/22/2024	23248	Commissioner of Tr	\$2,500.00
10/14/2025	24155	Jessica Pellinen	\$271.00
11/17/2025	24229	Police Payroll	\$73.88
12/9/2025	24249	Corporate Paymet S	\$1,435.68
12/9/2025	24256	Attorney Fees - Dec	\$309.01
12/29/2025	24275	Fire Payroll	\$83.11
12/29/2025	24276	Fire Payroll	\$218.16
12/29/2025	24277	Fire Payroll	\$207.79
12/29/2025	24278	Fire Payroll	\$180.08
12/29/2025	24279	Fire Payroll	\$27.70
12/29/2025	24280	Fire Payroll	\$817.30
12/29/2025	24281	Fire Payroll	\$415.57
12/29/2024	24282	Fire Payroll	\$55.41
12/29/2025	24284	Fire Payroll	\$83.11
12/29/2025	24285	Fire Payroll	\$28.14
12/29/2025	24286	Fire Payroll	\$138.52
12/29/2025	24287	Fire Payroll	\$13.85
12/29/2025	24288	Fire Payroll	\$166.23
12/29/2025	24289	Fire Payroll	\$193.93
12/29/2025	24290	Fire Payroll	\$277.05
12/29/2025	24291	Fire Payroll	\$192.06
12/29/2025	24292	Fire Payroll	\$41.56
12/29/2025	24293	Fire Payroll	\$180.08

12/29/2025	24294	First Resonder Pay	\$166.23
12/29/2025	24295	First Resonder Pay	\$64.64
12/29/2025	24296	First Resonder Pay	\$18.47
12/29/2025	24297	First Resonder Pay	\$184.70
12/29/2025	24298	First Resonder Pay	\$28.14
12/29/2025	24300	First Resonder Pay	\$9.23
12/29/2025	24301	First Resonder Pay	\$83.11
12/30/2025	24302	Central Pension Fund	\$800.00
12/30/2025	24303	McCoy Construction &	\$448.13
12/30/2025	24304	Ford of Hibbing	\$720.70
12/30/2025	24305	Wm. J Schwartz & Son	\$2,295.00
12/30/2025	24306	Central McGowan Inc	\$28.55
12/30/2025	24307	League of MN Cities	\$390.00
12/30/2025	24308	Frandsen Bank of Zum	\$25,986.50
12/30/2025	24309	RMB Environmental	\$182.88
12/30/2025	24310	AT&T Mobility	\$1,843.46
12/30/2025	24311	Environmental System	\$1,211.00
12/30/2025	24312	Acheson Tire Inc	\$50.00
12/30/2025	24313	Corporate Payment Sy	\$527.51

Total Outstanding Checks

\$7,909.22

\$42,947.47

\$35,038.25

For the Period : 12/1/2025 To 12/31/2025

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	(\$824,549.34)	\$100,403.05	\$44,026.49	(\$768,172.78)	\$0.00	\$8,059.34	(\$760,113.44)
Drug Fund	\$27,198.65	\$0.00	\$0.00	\$27,198.65	\$0.00	\$0.00	\$27,198.65
Lodging Fund	\$314.29	\$0.00	\$0.00	\$314.29	\$0.00	\$0.00	\$314.29
Fire Fund	(\$63,945.52)	\$11,134.59	\$10,453.77	(\$63,264.70)	\$0.00	\$6,445.30	(\$56,819.40)
Fire Dept. Building Fund	(\$5,881.69)	\$0.00	\$0.00	(\$5,881.69)	\$0.00	\$0.00	(\$5,881.69)
Fire Dept. Equipment Fund	\$17,432.83	\$0.00	\$0.00	\$17,432.83	\$0.00	\$0.00	\$17,432.83
Fire Dept. Radio Replacement	\$7,125.00	\$0.00	\$0.00	\$7,125.00	\$0.00	\$0.00	\$7,125.00
Trail Fund	\$84,391.72	\$0.00	\$1,022.11	\$83,369.61	\$0.00	\$0.00	\$83,369.61
Housing Rehabilitation	\$3,389.35	\$0.00	\$0.00	\$3,389.35	\$0.00	\$0.00	\$3,389.35
First Responders	(\$4,044.65)	\$0.00	\$0.00	(\$4,044.65)	\$0.00	\$0.00	(\$4,044.65)
Police Fund	(\$369,137.76)	\$66.41	\$29,937.82	(\$399,009.17)	\$0.00	\$989.04	(\$398,020.13)
Maintenance Equipment Fund	\$72,056.82	\$0.00	\$0.00	\$72,056.82	\$0.00	\$0.00	\$72,056.82
Police Dept. Equipment Fund	\$56,631.15	\$0.00	\$6,283.44	\$50,347.71	\$0.00	\$0.00	\$50,347.71
Don Beerbower Veteran's Park	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1st Responder Equipment Fund	\$4,910.56	\$0.00	\$0.00	\$4,910.56	\$0.00	\$0.00	\$4,910.56
Community Events Fund	\$21,777.47	\$0.00	\$0.00	\$21,777.47	\$0.00	\$271.00	\$22,048.47
Playground Equipment Fund	(\$28,348.23)	\$0.00	\$0.00	(\$28,348.23)	\$0.00	\$0.00	(\$28,348.23)
Community and School Garden Fund	\$5,362.18	\$0.00	\$0.00	\$5,362.18	\$0.00	\$0.00	\$5,362.18
ARP Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Treatment Plant Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Waste Water Pond Capital Equipment	(\$97,940.84)	\$0.00	\$0.00	(\$97,940.84)	\$0.00	\$0.00	(\$97,940.84)
Water	\$82,894.17	\$638,436.64	\$669,958.55	\$51,372.26	\$0.00	\$26,456.26	\$77,828.52
Sewage Collection and Disposal	(\$553,990.85)	\$14,624.77	\$16,666.80	(\$555,032.88)	\$0.00	\$652.65	(\$555,380.23)
Refuse or Garbage Collection	(\$692.34)	\$0.00	\$0.00	(\$692.34)	\$0.00	\$0.00	(\$692.34)
Water Improvement	\$262,584.01	\$3,861.67	\$0.00	\$266,445.68	\$0.00	\$0.00	\$266,445.68
Water Tower Rehab	\$77,125.98	\$860.73	\$0.00	\$77,986.71	\$0.00	\$0.00	\$77,986.71
Sewer Improvement	\$773,500.13	\$5,345.31	\$0.00	\$778,845.44	\$0.00	\$0.00	\$778,845.44
Storm Sewer	\$92,359.61	\$530.64	\$0.00	\$92,890.25	\$0.00	\$0.00	\$92,890.25
Fire Fund Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing Rehab.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer Imp. Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water Imp. Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstand Che</u>	<u>Total Bank ment</u>
Sinking Fund Investments	\$540,053.36	\$6,050.00	\$0.00	\$546,103.36	\$0.00	\$0.00	\$546,103.36
Trail Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Electronic Sign Fund	\$34,310.08	\$0.00	\$0.00	\$34,310.08	\$0.00	\$0.00	\$34,310.08
City Hall Office Equipment Fund	\$12,051.02	\$0.00	\$0.00	\$12,051.02	\$0.00	\$0.00	\$12,051.02
Tree Fund	\$11,069.08	\$0.00	\$0.00	\$11,069.08	\$0.00	\$0.00	\$11,069.08
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Street Fund	\$201,034.09	\$0.00	\$0.00	\$201,034.09	\$0.00	\$0.00	\$201,034.09
CD - 60 Month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CD - 9 month	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Fund Money Market	\$29,030.10	\$2.47	\$0.00	\$29,032.57	\$0.00	\$0.00	\$29,032.57
12-Month CD	\$510,591.40	\$0.00	\$0.00	\$510,591.40	\$0.00	\$0.00	\$510,591.40
Total	\$978,661.83	\$781,316.28	\$778,348.98	\$981,629.13	\$0.00	\$42,873.59	\$1,024,502.72

Amanda M Goodrich

City Council/Town Board

Date

David W. Lange

City Council/Town Board

Date

Ken Hilton

City Council/Town Board

Date

Lin M. Christensen Benson

City Council/Town Board

Date

Sean a. Lathrop

City Council/Town Board

Date

Thomas E. Semler

City Council/Town Board

Date

Date Range : 1/13/2026 To 1/13/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/13/2026	Brandi Enerson	Fire Hall Cleaning - December	16507	\$100.00	225-42201-211-	Fire	\$100.00
01/13/2026	Cintas	FD Rugs, Casper Clothes, Rugs, Hand Towels	16508	\$121.69	100-42502-450- 100-41140-211- 225-42201-211-	Maintenance GENERAL GOVERNMENT Fire	\$58.88 \$55.11 \$7.70
01/13/2026	Northern Star Cooperative	Fire Hall and Shop	16509	\$2,265.13	100-43101-219- 100-43125-219- 225-42201-219- 601-49400-219-	Highway, streets, roads Ice and Snow Removal Fire Water Utilities - Source of Supply	\$397.18 \$397.18 \$1,073.58 \$397.19
01/13/2026	League of Minnesota Cities	Minnesota Mayors Association dues	16510	\$30.00	100-41310-460-	Mayor	\$30.00
01/13/2026	Napa Auto Parts	Misc	16511	\$456.03	100-43125-213- 100-43125-220- 260-42101-213- 602-49450-220-	Ice and Snow Removal Ice and Snow Removal Police Sewer Utilities - Sanitary Sewer Maintenance	\$54.14 \$316.75 \$43.34 \$41.80
01/13/2026	Emergency Apparatus Maintenance	Repairs Units 1 & 2	16512	\$3,516.50	225-42201-220-	Fire	\$3,516.50
01/13/2026	CEDA	1st quarter 2026	16513	\$8,084.50	100-41140-310-	GENERAL GOVERNMENT	\$8,084.50
01/13/2026	Mission Communications, LLC	2024 1 year Renewal	16514	\$347.40	602-49450-460-	Sewer Utilities - Sanitary Sewer Maintenance	\$347.40
01/13/2026	League of Minnesota Cities	Membership Dues & City Day on the Hill - Lange	16515	\$1,085.00			

Date Range : 1/13/2026 To 1/13/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41310-207-	Mayor	\$99.00
					100-41140-460-	GENERAL GOVERNMENT	\$986.00
01/13/2026	AutoSmith Vehicle Uplifting	2026 New Squad	16516	\$11,246.43			
					281-42101-582-	Police	\$11,246.43
01/13/2026	Bolton & Menk, Inc	Airport, WTP, Forcemain	16517	\$36,132.00			
					100-49355-300-	Airport	\$8,400.00
					601-49405-300-	Water Treatment Plant	\$26,760.00
					602-49450-534-	Sewer Utilities - Sanitary Sewer Maintenance	\$972.00
01/13/2026	CenturyLink	Telephones	16518	\$376.51			
					100-41425-321-	Clerk	\$172.74
					100-49355-321-	Airport	\$36.31
					100-43101-321-	Highway, streets, roads	\$52.53
					260-42101-321-	Police	\$78.62
					100-41140-321-	GENERAL GOVERNMENT	\$36.31
01/13/2026	Roadside	Gas & Misc	16519	\$236.01			
					100-45207-212-	Parks	\$84.05
					100-43125-212-	Ice and Snow Removal	\$100.13
					100-43125-213-	Ice and Snow Removal	\$11.83
					284-41140-430-	GENERAL GOVERNMENT	\$40.00
01/13/2026	Sunnys	Gas & Diesel	16520	\$1,656.72			
					100-43125-213-	Ice and Snow Removal	\$6.40
					100-43125-212-	Ice and Snow Removal	\$624.89
					225-42201-210-	Fire	\$3.52
					225-42201-212-	Fire	\$81.63
					225-42201-213-	Fire	\$90.77
					230-45208-212-	Trail	\$30.01
					260-42101-212-	Police	\$640.98
					284-41140-430-	GENERAL GOVERNMENT	\$20.00
					601-49400-212-	Water Utilities - Source of Supply	\$74.01
					602-49450-212-	Sewer Utilities - Sanitary Sewer Maintenance	\$84.51
01/13/2026	Marco Technologies LLC	Lease 12/16 - 1/16	16521	\$220.57			
					100-41425-310-	Clerk	\$57.57

Date Range : 1/13/2026 To 1/13/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/13/2026	Brad Person	Attorney Fees - January 2026	16522	\$309.01	100-41610-304-	City/Town Attorney	\$309.01
01/13/2026	I.U.O.E. - Local 49	Union Dues	16523	\$140.00	100-41425-112- 100-43101-112-	Clerk Highway, streets, roads	\$70.00 \$70.00
01/13/2026	I.U.O.E. - Local 49 Fringe Benefit	Medical Ins. February	16524	\$6,260.00	601-49400-131- 602-49450-131- 100-43101-131- 100-45207-131- 100-45210-131- 100-49355-131- 230-45208-131- 100-43125-131- 100-41425-131- 100-41140-131- 260-42101-131- 225-42201-131-	Water Utilities - Source of Supply Sewer Utilities - Sanitary Sewer Maintenance Highway, streets, roads Parks Park & Campground Airport Trail Ice and Snow Removal Clerk GENERAL GOVERNMENT Police Fire	\$1,441.37 \$1,407.40 \$388.59 \$267.15 \$395.63 \$180.60 \$189.37 \$144.14 \$1,715.85 \$115.04 \$5.00 \$9.86
01/13/2026	McGough Construction Co.	Pay Application #13	16525	\$430,522.00	601-49405-310-	Water Treatment Plant	\$430,522.00
01/13/2026	AT & T Mobility	PD Phones, Aircards, Fire & Park Phone	16526	\$1,149.75	100-45210-321- 225-42201-321- 260-42101-321- 601-49400-321-	Park & Campground Fire Police Water Utilities - Source of Supply	\$84.22 \$812.87 \$213.93 \$38.73
01/13/2026	Subsurface, Inc	Airport culvert Lining project	16527	\$75,130.00	100-49355-310-	Airport	\$75,130.00

Date Range : 1/13/2026 To 1/13/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/13/2026	Globe Life	Employee Paid Insurance - Nov & Dec	16528	\$499.10			
					100-41425-163-	Clerk	\$267.90
					100-43101-163-	Highway, streets, roads	\$82.80
					260-42101-163-	Police	\$148.40
Total For Selected Claims				\$579,884.35			\$579,884.35

Amanda M Goodrich	City Council/Town Board	Date
David W. Lange	City Council/Town Board	Date
Ken Hilton	City Council/Town Board	Date
Lin M. Christensen Benson	City Council/Town Board	Date
Sean a. Lathrop	City Council/Town Board	Date
Thomas E. Semler	City Council/Town Board	Date

Date Range : 1/13/2026 To 1/13/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
01/13/2026	Aitkin Independent Age	2026 Budget Summary	16529	\$334.80	100-41425-340-	Clerk	\$334.80
01/13/2026	Northland Hydraulics Service	misc	16530	\$97.63	100-43125-220-	Ice and Snow Removal	\$97.63
01/13/2026	CM2	Oxygen Acetoline	16531	\$29.31	100-43101-220-	Highway, streets, roads	\$29.31
01/13/2026	Cash	Reimburse Petty Cash	16532	\$74.79	100-41140-430-	GENERAL GOVERNMENT	\$74.79
Total For Selected Claims				\$536.53			\$536.53

Date Range : 1/13/2026 To 1/13/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
	Amanda M Goodrich		City Council/Town Board				Date
	David W. Lange		City Council/Town Board				Date
	Ken Hilton		City Council/Town Board				Date
	Lin M. Christensen Benson		City Council/Town Board				Date
	Sean a. Lathrop		City Council/Town Board				Date
	Thomas E. Semler		City Council/Town Board				Date

Clerk Report January 13, 2026

- Working with Bolton & Menk on multiple projects.
- Working on Month End, Quarterly, and Year End Reports
- Attended the following meetings/activities
 - December 16 – Budget Meeting
 -

JANUARY 2026 HILL CITY FIRE DEPT/FIRST RESPONDER COUNCIL REPORT

Section 4, Item c.

INCIDENT #	DATE	TIME	TYPE OF CALL	LOCATION	FR/FD	EQUIPMENT/PERSONELL	
123	12/5/2025	19:48	Report of Large Fire	Spang	FD	Cancelled Prior to Arrival	
124	12/7/2025	8:12	77 YOM Sharp Chest Pain	Hill Lake	FR	2 EMR's	
125	12/11/2025	16:11	78 YOF Fell - Lift Assist	Hill City	FR	1 EMR	
126	12/18/2025	10:32	73 YOM Fell Yesterday - Hurt Hip	Macville	FR	1 EMR	
127	12/19/2025	18:46	Male Passed Out - Now Dizzy	Hill Lake	FR	2 EMR's	
128	12/22/2025	15:29	89 YOF Chest Pain - Feeling Sick	Hill Lake	FR	2 EMR's	
129	12/23/2025	19:06	30 YOF High Pulse and Chest Pain	Hill City	FR	1 EMR	
130	12/24/2025	8:34	Asthma Attack - Female Can't Breath	Hill City	FR	1 EMR	
131	12/24/2025	12:13	Female Fell - Leg and Arm Pain	Hill City	FR	4 EMR's	
			Hill City Fire will be participated in Shop with a Hero in Grand Rapids on 12/7				
			Ended Year with 131 Calls (Fire and Medicals)				
			2024 calls - 138				
			2023 calls - 120				
			2022 calls - 114				

**Public Works Report
January 13, 2026**

Maintenance

- 1070 John Deere Tractor is having Hydraulic issues.
- Changed oil in sanding truck and new calipers & brakes
- Changed oil in Dodge Squad

Water

- On going work with Bolton & Menk on the Water Treatment Plant.

Sewer

- Sewer issue on Lake Ave was repaired

Parks

- Nothing to report

Airport

- Working with Bolton & Menk on the Fencing project.
- The new tractor is working good for snow removal

Streets

- Sanding and scraping

Trail

- Nothing to report.



ITEM REPORT COUNCIL MEETING

Section 6, Item b.

Agenda Date: 1/13/2026
Agenda Section: Information Only

Department Origination: City Engineer

Agenda Item: City Engineer Report

Approval Required: No Action Required

Force Main Reroute Project

- Contractor received and installed remote dialers on January 7th. Tweaks are needed for one of the dialers.
- Same update as the last few months for turf establishment. We're waiting for grass to fully establish. We'll wait until next spring to close out the project.

Water Treatment Plant Project

- December was spent getting the WTP ready for equipment startup.
- In January contractor plans to get filter media installed, perform equipment startups, and SCADA setup.
- Water treatment plant startup will happen in February when we will start running water through the plant for treatment.
- Site wrap up spring of 2026.

Hill City Airport

- Airport Layout Plan
 - Revised preferred layout provided attached to my council meeting report.
 - Please provide any comments to us over the next few weeks so we can move towards putting together the final ALP documents.
 - Next steps would be to get MnDOT Aeronautics review of the layout ahead of finalizing the ALP documents.
- Airport Fence Project
 - Performed survey for airport fence project
 - There are not many property corners currently in-place at the airport for us to establish the property lines. May need additional boundary survey data currently beyond our current project scope.
 - Goal is to bring final plans and specifications to February's council meeting for approval to advertise and bid the project.
- Airport Culvert Lining Project
 - Work is completed but need to approve the contractor's pay request which is on the agenda.

FINANCIAL IMPLICATIONS

None this report of for information only.

STAFF RECOMMENDATIONS

None this report of for information only.

COUNCIL ACTION REQUESTED

None this report is for information only.



Hill City/Quadna Mountain Airport (07Y)

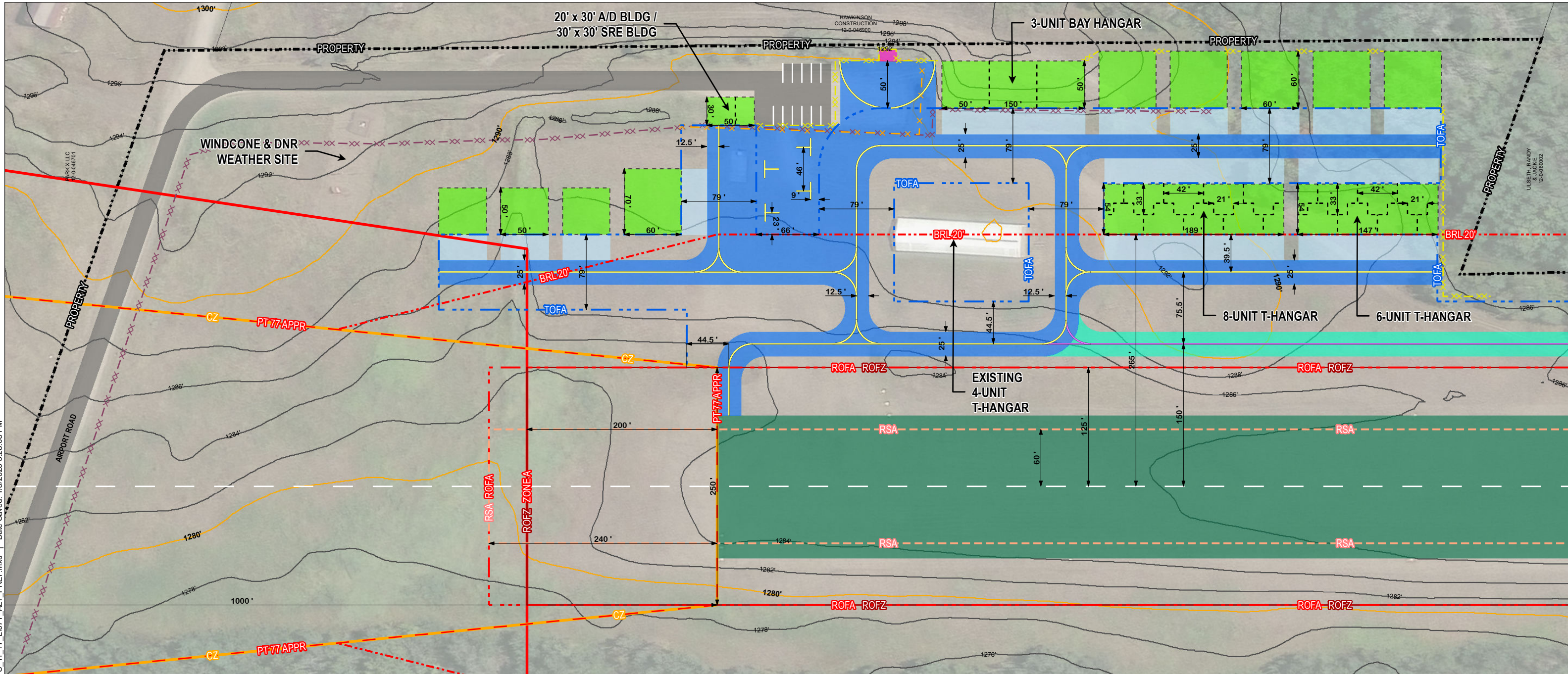
Hill City, MN

Building Area Preferred Alternative

February 2026



Real People. Real Solutions.



Map Document: H:\HILL_CI_MN\24\137097000\GIS\Maps\ALTS_11_17_L07Y_ALT_PREF.mxd | Date Saved: 1/8/2026 3:28:08 PM

Legend

- | | | | | | | |
|---|-----------------------|-------------------------------------|--------------------------------|--|-----------------------|---|
| EXISTING BUILDING RESTRICTION LINE (BRL 20') | ULTIMATE MARKING LINE | EX RUNWAY SAFETY AREA (RSA) | EX MnDOT CLEAR ZONE (CZ) | FUT AIRCRAFT TAXIWAY/LANE/PATH | FUT VEHICLE PARKING | GROUND CONTOURS
INDEX
INTERMEDIATE |
| FUTURE TAXIWAY / TAXILANE OBJECT FREE AREA (TOFA) | EX FENCE | EX RUNWAY OBJECT FREE AREA (ROFA) | EX PT 77 20:1 APPROACH SURFACE | FUT BUILDING | FUT FUEL FACILITY | |
| FUT MARKING LINE | FUT FENCE | EX RUNWAY OBSTACLE FREE ZONE (ROFZ) | EX MnDOT SAFETY ZONE A | FUT HANGAR APRON | AIRPORT PROPERTY | |
| | ULT FENCE | | EX TURF RUNWAY | ULT PAVED / TURF PARALLEL TAXIWAY / TAXIPATH | AITKIN COUNTY PARCELS | |

Source: City of Hill City, Aitkin County, ESRI Basemap





1500 South Hwy 52
PO Box 483
Chatfield, MN 59923
Phone: 507.867.3164
www.cedausa.com

Informative Memo

TO: Hill City City Council
FROM: Jessica Pellinen, Regional Manager
DATE: January 12th, 2026
RE: Project Updates

1. Park and Rec

- Met with Park and Rec Committee to discuss priorities at campground.
- Working on bids for campground.
- Work on writing Outdoor Recreation Grant with the DNR.

2. Veterans Commemoration Grant

- Wrote end of year report.
- Still need to complete the stencils for the helicopter.

3. Events Committee

- Attended Committee meeting on January 7th. Next meeting will be March 5th.
- Minutes are attached.

Miscellaneous:

- Community Tree Planting Grant application needed to be changed before approved.
 - This would include removing and replanting 50 trees throughout the city.
- Attended the Haypoint Jackpine Snowmobile Club meeting on January 8th.
 - They are requesting grants to upgrade their equipment and possible replace some bridges on the trails.



Events Committee Meeting

January 7, 2026

David Lange, Ron Saxton, Amanda Goodrich, Jessica Pellinen

Food Booth for Fishing Tournament February 14th

- Food truck is all ready to go from Rich Kingsly from Snowmobile Club. They will bring it to the location and have it ready to go.
- Called and left message with Tina Harcey. About Chicken wild rice soup and try to make a double batch.
- Ron can get a couple of fire guys to help serve food.
- Ask for donations on baked goods.
- Question was raised about getting seed money for baked goods. Amanda would bake if given ingredients. \$50-100 budget for baked goods.
- Jess will ask Sue to purchase the hotdogs, buns and condiments and see if she needs any help. Amanda said she would purchase if needed.

4th of July Thursday evening – Sunday.

Sue is working with Mr. Torgerson on the 250th buttons. Hoping to get those done middle to end of February.

Ideas:

- Sawdust pile
- Flyover forms need to be filled out.
- Drone shows?
- Fireworks – Fire Department will set off again
- Fire Dancer
- Bouncy Houses – 2 days – Ask the seniors or sports organizations. Need to get them reserved soon.
- Fire Department may be able to do water games if the weather is going to be hot.

Easter Hunt, Summer Beach Party, and 4th of July Enbridge grant application needs to be submitted for \$3,000. Jessica will work on this application.

Next meeting – March 4th at 5:00pm

Respectfully submitted,

Jessica Pellinen

Park Committee Meeting Minutes
January 7, 2026

The meeting was called to order at 6:00 pm with the following in attendance, Dave Lange, George Casper, Amanda Goodrich, Jessica Pellinen, and Tami Meyer.

Fish Cleaning House Update

Meyer talked with Mr. Gallagher. He stated that everything is built but needs to be assembled on site. He is looking for a trailer to haul everything to the park to finish the building.

Dock System

- Pricing
- Daily, Weekly, Monthly, Seasonal???

There was discussion on pricing and length of time for rental. It was decided to recommend to the Council; \$10/day and \$1,000/Season. Four of the docks would be for daily rental and two for seasonal rental.

Campground Projects

The city has funds from the 2025 Blandin Grant for seed money. There is a DNR Outdoor Recreation Grant open that we will be applying for. The minimum for the DNR Grant is \$100,000.

- Multi-Court – Fence? - Yes, we want a fence around it.
- Full Hook-up for 10 sites - not needed at this time.
- Bathhouse upgrades – new counter tops & sinks and new hot water heater – Not needed at this time
- Pavillion Upgrades/New – Will look at this if we need additional items added to the DNR Grant.

Campground Fees

Current Rates

- RV Full Hook-up \$45/night, \$1,000/month, \$3,200/Season
- RV Partial Hook-up \$35/night, \$800/month, \$2,400/season
- Tents \$20/night
- Cabins \$40/night

Meyer handed out a Revenue Summary by Unit number for 5/1/25 – 11/1/25. It was decided to not recommend a rate increase for 2026 since there are already reservations for this season.

There was discussion on getting a 3rd cabin and placing it where the current tent site number 4 is located. We agreed that we would like to see a bigger cabin on this site. Goodrich will get pricing.

Park/Trail in General

A new gazebo in Bear Park would be nice. The trail needs to be resurfaced. Pellinen received an email about a Legislative-Citizen Commission of Minnesota Resources (LCCMR) Grant that opened for 2027 Request for Proposal (RFP) for funding from Minnesota's Environment and Natural Resources Trust Fund. She thinks this could be used for the trail system. She will look into it further to make sure. The committee stated that we should recommend applying for this to the council if the trail qualifies.

Speaker System

The current system is housed at the Assembly of God Church. Since we are getting a new system, we will move it to City Hall. We would also like 4 or 5 speakers on the North side of Lake Ave along with upgrading the speakers on the South side of Lake Ave.

Adjourn

The meeting was adjourned at 7:11 pm

Respectfully Submitted

Tami Meyer



Working for a better future.

125 Lake Ave., PO Box 160,
Hill City, MN 55748
218-697-2301
cityhall@hillcity-mn.com
www.hillcity-mn.com

**CITY OF HILL CITY
RESOLUTION 2026 – 01
RESOLUTION SETTING the 2026 APPOINTMENTS**

BE IT RESOLVED by the City Council of Hill City, Minnesota, that the following appointments are effective for the calendar year 2026:

Regular meeting date is the second Tuesday of every month at 6:00 pm in the Community Room.

- Acting Mayor: _____ Lin Benson
- Official Bank Signers: Mayor Dave Lange, Acting Mayor Lin Benson, Tami Meyer, and Brandi Caverly.
The Clerk and Deputy Clerk cannot sign the same check.
- Official Depository: Woodland Bank
- Official Newspaper: Aitkin Independent Age
- Mileage Reimbursement Rate: Federal Rate
- Official City Attorney: Brad Person, Breen & Person, Ltd
- Official City Engineer: Andrew Beadell, Bolten & Menk, Inc.
- Official City Auditor: Clifton, Larson, and Allen
- Will follow Robert’s rules of Order

Commissioner Appointments:

- Administration and Public Safety: _____ Dave Lange
- Water/Sewer: _____ Lin Benson, Alternate: _____ Tom Semler
- Streets: _____ Tom Semler, Alternate: _____ Ken Hilton
- Park/Recreation: _____ Ken Hilton, Alternate: _____ Lin Benson
- Maintenance & Airport: _____ Amanda Goodrich

Committee Appointments:

- Facilities/Equipment: _____ Ken Hilton
- Land Use/Zoning: _____ Dave Lange, Tom Semler, George Casper/Pat Jordan
- Personnel Committee: Full Council
- Park Committee: _____ Ken Hilton
- Special Events Committee: _____ Ken Hilton and Amanda Goodrich
- Ex Officio Member of the Fire Relief Association: _____ Tom Semler

Adopted this 13th day of January 2026.

Dave Lange, Mayor

Tami Meyer, Clerk/Treasurer

This institution is an equal opportunity provider and employer.



**BOLTON
& MENK**

Real People. Real Solutions.

Section 8, Item c.

204 NW 1st Avenue Suite 205
Grand Rapids, MN 55744

Phone: (218) 729-5939
Bolton-Menk.com

October 14, 2025

Ms. Tami Meyer
City Clerk
Hill City, MN
125 Lake Ave
Hill City, MN 55748

RE: Hill City - Quadna Mountain Airport (07Y)
Runway 16/34 Culvert Lining
MnDOT Grant 0104-07

Dear Ms. Meyer:

Enclosed is the first and final pay application for the above referenced project in the amount of \$75,130.00. The project was completed on September 15 and a punchlist to address correction items was generated. The contractor returned to address punchlist items on September 18. BMI and city staff were on site to observe the correction work, and the punchlist items were determined to be addressed. This pay application pays out the entirety of the unit prices and retainage on the project.

We recommend the final Pay Application be approved as shown. If you agree, please sign and return one copy with payment to the Contractor and one copy to me for my records.

If you have any questions or need additional information, please contact me at 651-285-6296 or nick.grahek@bolton-menk.com.

Sincerely,
Bolton & Menk, Inc.

Nick Grahek, P.E.
Aviation Project Manager

Contractor's Application for Payment

Owner: <u>Hill City, MN</u>	Owner's Project No.: _____
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>24X.137098</u>
Contractor: <u>Subsurface, Inc.</u>	Agency's Project No.: <u>A0104-07</u>
Project: <u>Runway 16/34 Culvert Lining</u>	
Contract: _____	
Application No.: <u>1</u>	Application Date: <u>10/14/2025</u>
Application Period: From <u>9/9/2025</u> to <u>10/14/2025</u>	

1. Original Contract Price	\$	74,700.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	74,700.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	75,130.00
5. Retainage		
a. _____ X \$ 75,130.00 Work Completed	\$	-
b. _____ X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	75,130.00
7. Less previous payments	\$	-
8. Amount due this application	\$	75,130.00
9. Balance to finish, including retainage (Line 3 - Line 4)		N/A

Contractor's Certification

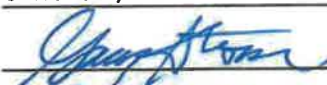
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

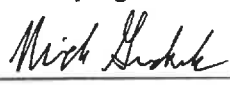
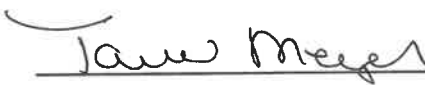
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Subsurface, Inc.

Signature:  **Date:** 10/3/2025

Name: GARY STROM **Title:** CEO

Recommended by Engineer: Bolton & Menk, Inc.	Approved by Owner: City of Hill City
By: <u></u>	By: <u></u>
Name: <u>Nick Grahek</u>	Name: <u>Tami Meyer</u>
Title: <u>Aviation Project Manager</u>	Title: <u>City Clerk</u>
Date: <u>10/14/2025</u>	Date: <u>10/14/2025</u>

Contractor's Application for Payment

Progress Estimate - Unit Price Work

Owner: RUE City, MN
 Engineer: Barton & Mink, Inc.
 Contractor: Subsurface, Inc.
 Project: Runway 16/34 Culvert Lining
 Contract: _____
 Owner's Project No.: 24K157058
 Engineer's Project No.: A0104-07
 Agency's Project No.: _____

Application No. <u>1</u>		Application Period: From <u>09/09/25</u> to <u>10/14/25</u>		Application Date: <u>10/14/25</u>								
A Bid Item No.	B Description	C Item Quantity	D Units	E Contract Information		F Value of Item (C x E) (\$)	G Estimated Quantity Incorporated in the Work	H Value of Work Completed (G x F) (\$)	I Remaining Quantity (F - H) (\$)	J Work Completed and Available Stored to Date (H x I) (%)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
				Unit Price (\$)	Original Estimate (\$)							
1	MOBILIZATION	1.00	LUMP SUM	12,500.00	12,500.00	12,500.00	1.00	12,500.00		12,500.00	100%	
2	MAINTENANCE AND RESTORATION OF HAUL ROADS	1.00	LUMP SUM	800.00	800.00	800.00	1.00	800.00		800.00	100%	
3	24" CS PIPE APRON	2.00	EACH	1,500.00	3,000.00	3,000.00	2.00	3,000.00		3,000.00	100%	
4	24" CIPP LINING	235.00	LN FT	215.00	50,525.00	50,525.00	237.00	50,955.00		50,955.00	101%	(430.00)
5	PIPE INVERT CORRECTION (VOID FILLING)	235.00	LN FT	25.00	5,875.00	5,875.00	235.00	5,875.00		5,875.00	100%	
6	TRAFFIC CONTROL	1.00	LUMP SUM	2,000.00	2,000.00	2,000.00	1.00	2,000.00		2,000.00	100%	
				Original Contract Totals \$		74,700.00		\$ 75,130.00	\$		101%	\$ (430.00)

STATE OF MINNESOTA

COUNTY OF Aitkin

Tami Meyer, being first duly sworn, deposes and says that he/she is the

Clerk/Treasurer of the Municipality of Hill City, in the County

of Aitkin, State of Minnesota; that he/she has prepared the foregoing Credit Application,

knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own

knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

Tami Meyer
Signature & Date

CTAS Claim

Section 8, Item d.

Claim Number : 16389

Claim Date : 10/14/2025

To : Bolton & Menk, Inc, Claimant
1960 Premier Dr.

Mankato, MN 56001-5900

Note :

For :

100-49355-300	Airport - PROFESSIONAL SERVICES (301 through 319)	\$1,848.00
601-49405-300	Water Treatment Plant - PROFESSIONAL SERVICES (301 through 319)	\$28,399.50
602-49500-534	Refuse Utilities - Refuse Collection - Forcemain Project	\$2,692.00
Total		\$32,939.50

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Date

Signature of Claimant

Paid by Order - Check Number 24156

Filled in my office this 14 day of Oct, 2025

[Signature]
Clerk



Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

Hill City
cityhall@hillcity-mn.com
Hill City, MN 55748

September 30, 2025
Project No: 24X.137098.000
Invoice No: 0375636
Client Account: HILL_CI_MN

Hill City/Culvert Lining

Repair of Culvert Underneath Runway 16/34 at the Hill City - Quadna Mountain Airport

Fee

Total Fee	23,100.00		
Percent Complete	91.00	Total Earned	21,021.00
		Previous Fee Billing	19,173.00
		Current Fee Billing	1,848.00
		Total Fee	1,848.00
		Total this Invoice	\$1,848.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

CTAS Claim

Section 8, Item d.

Claim Number : 16446

Claim Date : 11/12/2025

To : Bolton & Menk, Inc, Claimant
1960 Premier Dr.

Mankato, MN 56001-5900

Note :

For :

100-49355-300	Airport - PROFESSIONAL SERVICES (301 through 319)	\$1,848.00
601-49405-300	Water Treatment Plant - PROFESSIONAL SERVICES (301 through 319)	\$19,640.00
602-49450-534	Sewer Utilities - Sanitary Sewer Maintenance - Forcemain Project	\$3,147.50
Total		\$24,635.50

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Date

Signature of Claimant

Paid by Order - Check Number 24219

Filled in my office this 12 day of NOV, 2025

Meuser

Clerk



Real People. Real Solutions.

Please Remit

1960 Premier Drive | Mankato, MN 56001-5900

507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at www.Bolton-Menk.com

To Ensure Proper Credit, Provide Invoice Numbers with Payment

Hill City
cityhall@hillcity-mn.com
Hill City, MN 55748

October 31, 2025
Project No: 24X.137098.000
Invoice No: 0378231
Client Account: HILL_CI_MN

Hill City/Culvert Lining

Repair of Culvert Underneath Runway 16/34 at the Hill City - Quadna Mountain Airport

Fee			
Total Fee	23,100.00		
Percent Complete	99.00	Total Earned	22,869.00
		Previous Fee Billing	21,021.00
		Current Fee Billing	1,848.00
		Total Fee	1,848.00
		Total this Invoice	\$1,848.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

CTAS Claim

Section 8, Item d.

Claim Number : 16527

Claim Date : 01/13/2026

To : Subsurface, Inc, Claimant
4166 31st Ave S. Ste 100

Fargo, ND 58104

Note :

For :

100-49355-310

Airport - Contracted Services

\$75,130.00

Total

\$75,130.00

Declaration

I declare under penalties of law that this account, claim or demand is just and correct and that no part of it has been paid

Date

Signature of Claimant

Paid by Order - Check Number 24334

Filled in my office this 13 day of Jan, 2026

Taw Meyer
Clerk

Contractor's Application for Payment

Owner: <u>Hill City, MN</u>	Owner's Project No.: _____
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>24X.137098</u>
Contractor: <u>Subsurface, Inc.</u>	Agency's Project No.: <u>A0104-07</u>
Project: <u>Runway 16/34 Culvert Lining</u>	
Contract: _____	
Application No.: <u>1</u>	Application Date: <u>10/14/2025</u>
Application Period: From <u>9/9/2025</u> to <u>10/14/2025</u>	

1. Original Contract Price	\$	74,700.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	74,700.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	75,130.00
5. Retainage		
a. _____ X \$ 75,130.00 Work Completed	\$	-
b. _____ X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	75,130.00
7. Less previous payments	\$	-
8. Amount due this application	\$	75,130.00
9. Balance to finish, including retainage (Line 3 - Line 4)		N/A

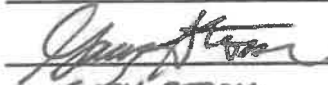
Contractor's Certification

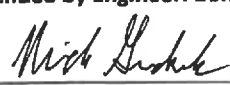
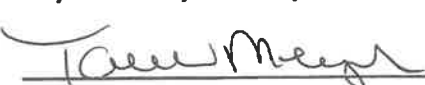
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Subsurface, Inc.</u>	
Signature: 	Date: <u>10/3/2025</u>
Name: <u>GARY STROM</u>	Title: <u>CEO</u>

Recommended by Engineer: Bolton & Menk, Inc.	Approved by Owner: City of Hill City
By: 	By: 
Name: <u>Nick Grahek</u>	Name: <u>Tami Meyer</u>
Title: <u>Aviation Project Manager</u>	Title: <u>City Clerk</u>
Date: <u>10/14/2025</u>	Date: <u>10/14/2025</u>

Progress Estimate - Unit Price Work

Owner: Hill City, MN
Engineer: Bolton & Menck, Inc
Contractor: Subsurface, Inc
Project: Runway 18/34 Culvert Limit
Contract:

Contractor's Application for Payment

Owner's Project No.: 24K137088
Engineer's Project No.: AD104-07
Agency's Project No.:

Application No. 1		Application Period: From 09/09/75 to 10/14/75		Application Date: 10/14/75								
Bid Item No.	Description	Contract Information		G	H	I	J	K	L			
		Item Quantity	Units							Use Price (\$)	Subtotal (\$)	Estimated Quantity Incorporated in the Work
1	MOBILIZATION	1.00	LUMP SUM	12,500.00		1.00	12,500.00		100%	12,500.00		
2	MAINTENANCE AND RESTORATION OF PAUL ROADS	1.00	LUMP SUM	800.00		1.00	800.00		100%	800.00		
3	24" CS PIPE ARCH	2.00	EACH	1,500.00		2.00	3,000.00		100%	3,000.00		
4	24" CIPP LINING	335.00	LN FT	215.00		237.00	50,955.00		101%	50,955.00		
5	PIPE INVERT CORRECTION (VOID FILLING)	235.00	LN FT	25.00		235.00	5,875.00		100%	5,875.00		(480.00)
6	TRAFFIC CONTROL	1.00	LUMP SUM	2,000.00		1.00	2,000.00		100%	2,000.00		
		Original Contract Totals \$		71,700.00						\$ 75,130.00		\$ (430.00)



Real People. Real Solutions.

204 NW 1st Avenue Suite 205
Grand Rapids, MN 55744

Phone: (218) 729-5939
Bolton-Menk.com

October 14, 2025

Ms. Tami Meyer
City Clerk
Hill City, MN
125 Lake Ave
Hill City, MN 55748

RE: Hill City - Quadna Mountain Airport (07Y)
Runway 16/34 Culvert Lining
MnDOT Grant 0104-07

Dear Ms. Meyer:

Enclosed is the first and final pay application for the above referenced project in the amount of \$75,130.00. The project was completed on September 15 and a punchlist to address correction items was generated. The contractor returned to address punchlist items on September 18. BMI and city staff were on site to observe the correction work, and the punchlist items were determined to be addressed. This pay application pays out the entirety of the unit prices and retainage on the project.

We recommend the final Pay Application be approved as shown. If you agree, please sign and return one copy with payment to the Contractor and one copy to me for my records.

If you have any questions or need additional information, please contact me at 651-285-6296 or nick.grahek@bolton-menk.com.

Sincerely,
Bolton & Menk, Inc.

Nick Grahek, P.E.
Aviation Project Manager

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Hill City
 125 Lake Avenue
 PO Box 160
 Hill City, MN 55748

PROJECT: Hill City Water Treatment Improvement
 125 Lake Avenue
 PO Box 160
 Hill City, MN 55748

APPLICATION NO.: 13
 PERIOD TO : Dec 31, 2025
 PROJECT NOS.: 101317.001
 INVOICE NO.: 804810
 CONTRACT DATE : Aug 27, 2024

FROM CONTRACTOR: McGough Construction Co., LLC
 2737 Fairview Ave N
 St Paul, MN 55113

ARCHITECT:

CONTRACT FOR: Hill City Water Treatment Improvement

APPLICATION AND CERTIFICATE FOR PAYMENT

- Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.
- 1. ORIGINAL CONTRACT SUM \$ 8,187,000
 - 2. Net change by change orders \$ 0
 - 3. CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 8,187,000
 - 4. TOTAL COMPLETED & STORED TO DATE \$ 7,059,018
(Column G on G703)
 - 5. RETAINAGE:
 - (Total retainage Column I of G703) \$ 352,951
 - 6. TOTAL EARNED LESS RETAINAGE \$ 6,706,067
(Line 4 less Line 5 Total)
 - 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 6,275,545
(Line 6 from prior Certificate)
 - 8. CURRENT PAYMENT DUE \$ 430,522
 - 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 1,480,933
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0	0
APPROVED THIS MONTH		
Number	Date Approved	
Current Total		0
Net Change by Change Orders		0

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: McGough Construction Co., LLC Date: 1/7/20
 By: [Signature]



State of: MN
 County of: Ramsey
 Subscribed and sworn to before me this 7th day of January
 Notary Public: Tayla Koede
 My Commission expires: Jan. 31, 2027

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ **\$430,522.00**

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

OWNER: [Signature] Date: 1-8-2026
 ARCHITECT: [Signature] Date: 1/8/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

McGough Construction Co., LLC

Page: 2
 APPLICATION NUMBER: 13
 APPLICATION DATE: Dec 31, 2025 INVOICE NO.:
 PERIOD TO: Dec 31, 2025 804810
 PROJECT NO: 101317.001

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulation below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD				
1.01	General Conditions - McGough	1,058,764	884,848	19,473	0	1,004,321	54,443	50,216
1.02	Mobilization	309,494	309,494	0	0	309,494	0	15,475
1.03	General Liability/Insurance	140,576	15,600	0	0	15,600	124,976	780
1.04	Performance & Payment Bond	89,570	69,570	0	0	69,570	0	3,478
2.01	Earthwork, Site, Utilities, Paving & Landscaping - Northland	862,900	805,250	0	0	805,250	57,650	40,263
2.02	Concrete/Masonry - NCM	1,410,785	1,408,718	0	0	1,408,718	2,067	70,436
2.03	Structural Precast	100,790	92,700	0	0	92,700	8,090	4,635
2.04	Waterproofing	57,588	31,384	0	0	31,384	26,194	1,570
2.05	Structural Steel	54,016	42,109	0	0	42,109	11,907	2,105
2.06	Glass	21,697	21,697	0	0	21,697	0	1,085
2.07	Roofing	11,485	5,739	0	0	5,739	5,746	287
2.08	Rough & Finish Carpentry - McGough	32,999	21,505	0	0	21,505	11,494	1,075
2.09	Ceiling System	4,995	0	0	0	0	4,995	0
2.10	Painting	120,774	88,515	0	0	88,515	32,259	4,426
2.11	Doors, Frames & Hardware - Supply	35,044	29,818	0	0	29,818	5,226	1,491
2.12	Specialty Hardware - Supply	2,498	1,976	223	0	2,199	298	110
2.13	Signage	11,506	10,208	0	0	10,208	1,298	510
2.14	Fire Protection	4,250	4,245	0	0	4,245	5	212
2.15	Mechanical - Hechimovich	1,272,297	824,204	231,960	0	1,056,164	216,132	52,808
2.16	Mechanical Equipment - GNE	925,250	909,506	0	0	909,506	15,744	45,475
2.17	Electrical - Holden	1,170,938	898,605	200,086	0	1,098,690	72,248	54,935
2.20	Caulking	28,785	25,907	1,439	0	27,346	1,439	1,367
3.01	General Allowance	325,000	2,405	0	0	2,405	322,595	120
3.02	Furnishings Allowance	10,000	0	0	0	0	10,000	0
3.03	Computer & Software Allowance	50,000	0	0	0	0	50,000	0
3.04	Laboratory Equipment Allowances	25,000	0	0	0	0	25,000	0
3.05	Utility Service Connections Allowances	25,000	1,822	0	0	1,822	23,178	91
3.06	Building Permit Allowance	20,000	0	0	0	0	20,000	0
3.07	Security Equipment Allowance	25,000	0	0	0	0	25,000	0
		0	0	0	0	0	0	0
Project Total			8,187,000	453,181	0	7,059,018	86	352,951

MINNESOTA PUBLIC FACILITIES AUTHORITY

Water Infrastructure Project Disbursement Request Form

Recipient - Contract ID: **Hill City_DWRF_01**

Project Title: **Treatment-Manganese Treatment Plant**

Disbursement request details: Request Number: **13** Amount: **\$457,282.00**

notes:

Prepared by:	Katelyn Kanuit-Project Funding Specialist		
Authorized by:	Name (print)	Tami Meyer	
	Title/phone	City Clerk/Treasurer	218-697-2301
	Sign/date	<i>Tami Meyer</i>	1-9-2026

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement, that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the U. S. Department of labor requirements of 29 CFR 5.5(a)(1), that the project is in compliance with the American Iron and Steel (AIS) requirements ,and that I am authorized to request disbursements on behalf of the recipient.

MPFA approvals:

MPFA Loan Officer	date	MPFA Executive Director	date
Mary Jane Schultz	651.259.7467	MaryJane.Schultz@state.mn.us	

The remainder of this form is reserved for MPFA Disbursement Coding.

The Note for this project is: **Tax Exempt**

Loan Officer - please check this box IFF this is the final request on this project:

**MN Public Facilities Authority
Project Disbursement Request - Summary of Project Costs**

Recipient - Contract ID: **Hill City_DWRF_01**

SRF:	Drinking Water SRF-Loan	MPFA-DWRF-L-030-FY25	\$	1,831,350
SRF:	Drinking Water SRF-Principal Forgiveness Grant	MPFA-DWRF-G-030-FY25	\$	5,000,000
SRF:	Drinking Water SRF-PFG-Emerging Contaminant	MPFA-DWRF-E-030-FY25	\$	3,000,000
			\$	9,831,350

note to recipient: complete the yellow-highlighted boxes below for each request:

The costs detailed below relate to **Project Disbursement Request #:** 13

Cost descriptions			Amounts	
A.	Non-Construction:	Engineering	\$	26,760.00
		Legal/Finance		
		Administration	\$	-
		Other		
		Total Non-Construction	\$	26,760.00
		<u>Clean Water...</u>	<u>Drinking Water...</u>	
B.	Construction:	Treatment Facilities	Treatment	\$ 430,522.00
		Collector Systems	Transmission & Distribution	\$ -
		Interceptor	Source (Wells/surface water intakes)	\$ -
		Lift Station	Storage / Water Tower	\$ -
		Equipment	Other	\$ -
		Other		\$ -
		Total Construction	\$	430,522.00
C.	Total disbursement request (A + B):		\$	457,282.00
D.	Total of previous requests submitted to PFA ** (see pg 2 for detail):		\$	7,205,745.65
E.	Total requested to date (C + D):		\$	7,663,027.65
F.	Original award total from above:		\$	9,831,350.00
G.	Remaining un-drawn balance (F – E):		\$	2,168,322.35

Notes:

page 2 may be used by the recipient for tracking past disbursement requests on this project

** History of payment requests submitted to PFA:

Req #	Dated	Notes	\$ amount Requested	\$ amount Paid by PFA
1	11/04/24	Draw #1	\$ 501,677.10	\$ 501,677.10
2	12/10/24	Draw #2	\$ 624,243.25	\$ 624,243.25
3	01/06/25	Draw #3	\$ 758,266.50	\$ 758,266.50
4	02/04/25	Draw #4	\$185,460.25	\$185,460.25
5	05/09/25	Draw #5	\$ 223,854.00	\$ 223,854.00
6	06/10/25	Draw #6	\$ 1,206,223.75	\$ 1,206,223.75
7	07/07/25	Draw #7	\$ 993,944.00	\$ 993,944.00
8	07/30/25	Draw #8	\$ 599,490.00	\$ 599,490.00
9	09/02/25	Draw #9	\$ 468,325.50	\$ 468,325.50
10	09/29/25	Draw #10	\$ 400,193.10	\$ 400,193.10
11	11/04/25	Draw #11	\$ 614,799.00	\$ 614,799.00
12	12/05/25	Draw #12	\$ 629,269.20	\$ 629,269.20
13	01/09/25	Draw #13	\$ 457,282.00	
14				
15				
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31				
32				
33				
34				
35				
36				
total requested / paid prior to this request:			\$ 7,663,027.65	\$ 7,205,745.65

PFA Draw Request Number _ 13

City of Hill City, MN

Project Name-WTP Distribution and Watermain Replacement

	Invoice Date	Dates of Service	Invoice Number	Total Amount	PFA Ineligible (City Portion)	DWRF Portion
Engineering						
Bolton & Menk	12/29/2025	11/8/25-12/5/25	383392	\$ 26,760.00		\$ 26,760.00
Engineering Total				\$ 26,760.00	\$ -	\$ 26,760.00
Legal/Finance						
Legal/Finance Total					\$ -	
Other						
Other Total					\$ -	
Construction						
McGough Construction	12/31/2025	12/1/25-1/8/26	Pay App 13	\$ 430,522.00		\$ 430,522.00
Construction Total				\$ 430,522.00	\$ -	\$ 430,522.00
TOTAL DRAW #13				\$ 457,282.00	\$ -	\$ 457,282.00



BOLTON & MENK
Real People. Real Solutions.

Please Remit To: Bolton & Menk, Inc.
1960 Premier Drive | Mankato, MN 56001-5900
507-625-4171 | 507-625-4177 (fax)
Payment by Credit Card Available Online at www.Bolton-Menk.com
To Ensure Proper Credit, Provide Invoice Numbers with Payment

Hill City
cityhall@hillcity-mn.com
Hill City, MN 55748

December 29, 2025
Project No: 0M2.131391.000
Invoice No: 0383392
Client Account: HILL_CI_MN

Hill City/Preliminary Engineering

Preliminary Engineering and Piloting for WTP

Professional Services from November 8, 2025 to December 5, 2025

Construction - Environmental (0000003)

Professional Services

	Hours	Amount
Principal	15.50	3,167.50
Project Engineer	28.00	5,320.00
Architect	3.00	498.00
Specialist	103.00	13,905.00
Totals	149.50	22,890.50
Total Labor		22,890.50
Total this Task		\$22,890.50

Construction - Civil (0000004)

Professional Services

	Hours	Amount
Project Manager	19.00	3,610.00
Specialist	1.50	259.50
Totals	20.50	3,869.50
Total Labor		3,869.50
Total this Task		\$3,869.50
Total this Invoice		\$26,760.00

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.

APPLICATION AND CERTIFICATE FOR PAYMENT

PROJECT: Hill City Water Treatment Improvement
 125 Lake Avenue
 PO Box 160
 Hill City, MN 55748

APPLICATION NO.: 13
 PERIOD TO: Dec 31, 2025
 PROJECT NOS.: 101317.001
 INVOICE NO.: 804810

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT DATE: Aug 27, 2024

TO OWNER: City of Hill City
 125 Lake Avenue
 PO Box 160
 Hill City, MN 55748

FROM CONTRACTOR: McGough Construction Co., LLC
 2737 Fairview Ave N
 St Paul, MN 55113

ARCHITECT:

CONTRACT FOR: Hill City Water Treatment Improvement

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: McGough Construction Co., LLC
 By: [Signature] Date: 1/8/2026
 State of: MN
 County of: Ramsey
 Subscribed and sworn to before me this 7th day of January
 Notary Public: Tayla Koede
 My Commission expires: Jan. 31, 2027



APPLICATION AND CERTIFICATE FOR PAYMENT

- Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.
- 1. ORIGINAL CONTRACT SUM \$ 8,187,000
 - 2. Net change by change orders \$ 0
 - 3. CONTRACT SUM TO DATE (Line1 +/- 2) \$ 8,187,000
 - 4. TOTAL COMPLETED & STORED TO DATE \$ 7,059,018
(Column G on G703)
 - 5. RETAINAGE:
 - (Total retainage Column I of G703) \$ 352,951
 - (Line 4 less Line 5 Total) \$ 6,706,067
 - 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 6,275,545
 - 8. CURRENT PAYMENT DUE \$ 430,522
 - 9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 1,480,933

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0	0
APPROVED THIS MONTH		
Number	Date Approved	
Current Total:		0
Net Change by Change Orders		0

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ **\$430,522.00**

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

OWNER: [Signature] Date: 1-8-2026
 ARCHITECT: [Signature] Date: 1/8/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

McGough Construction Co., LLC

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Page: 2

APPLICATION NUMBER: 13

APPLICATION DATE: Dec 31, 2025 INVOICE NO.: 804810

PERIOD TO: Dec 31, 2025

PROJECT NO: 101317.001

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD				
1.01	General Conditions - McGough	1,058,764	984,848	19,473	0	1,004,321	54,443	50,216
1.02	Mobilization	309,494	309,494	0	0	309,494	0	15,475
1.03	General Liability/Insurance	140,576	15,600	0	0	15,600	124,976	780
1.04	Performance & Payment Bond	89,570	69,570	0	0	69,570	0	3,478
2.01	Earthwork, Site, Utilities, Paving & Landscaping - Northland	862,900	805,250	0	0	805,250	57,650	40,263
2.02	Concrete/Masonry - NCM	1,410,785	1,408,718	0	0	1,408,718	2,067	70,436
2.03	Structural Precast	100,790	92,700	0	0	92,700	8,090	4,635
2.04	Waterproofing	57,588	31,394	0	0	31,394	26,194	1,570
2.05	Structural Steel	54,016	42,109	0	0	42,109	11,907	2,105
2.06	Glass	21,697	21,697	0	0	21,697	0	1,085
2.07	Roofing	11,485	5,739	0	0	5,739	5,746	287
2.08	Rough & Finish Carpentry - McGough	32,989	21,505	0	0	21,505	11,494	1,075
2.09	Ceiling System	4,995	0	0	0	0	4,995	0
2.10	Painting	120,774	88,515	0	0	88,515	32,259	4,426
2.11	Doors, Frames & Hardware - Supply	35,044	29,818	0	0	29,818	5,228	1,491
2.12	Specialty Hardware - Supply	2,498	1,976	223	0	2,199	298	110
2.13	Signage	11,506	10,208	0	0	10,208	1,298	510
2.14	Fire Protection	4,250	4,245	0	0	4,245	5	212
2.15	Mechanical - Hecimovich	1,272,297	824,204	231,860	0	1,056,164	216,132	52,808
2.16	Mechanical Equipment - GNE	925,250	909,508	0	0	909,508	15,744	45,475
2.17	Electrical - Holden	1,170,938	888,605	200,086	0	1,088,690	72,248	54,935
2.20	Caulking	28,785	25,907	1,439	0	27,346	1,439	1,387
3.01	General Allowance	325,000	2,405	0	0	2,405	322,595	120
3.02	Furnishings Allowance	10,000	0	0	0	0	10,000	0
3.03	Computer & Software Allowance	50,000	0	0	0	0	50,000	0
3.04	Laboratory Equipment Allowances	25,000	0	0	0	0	25,000	0
3.05	Utility Services Connections Allowance	25,000	1,822	0	0	1,822	23,178	91
3.06	Building Permit Allowance	20,000	0	0	0	0	20,000	0
3.07	Security Equipment Allowance	25,000	0	0	0	0	25,000	0
		0	0	0	0	0	0	0
Project Total			8,187,000	453,181	0	7,059,018	1,127,862	352,851

Legislative-Citizen Commission on Minnesota Resources

2027 ENRTF Request for Proposal



Minnesota's Environment and Natural Resources Trust Fund

Minnesota Constitution Art. XI, Sec.14: "The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources."

Summary

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) welcomes proposals for projects of all sizes that address the priorities and requirements described within this Request for Proposal (RFP) and that aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. The LCCMR reviews applications and makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund (ENRTF). Approximately \$121 million is anticipated to be available from the Trust Fund through this RFP for projects beginning July 1, 2027. The standard project length is three years, but shorter and longer projects will also be considered. Proposals must be submitted online at lccmrprojectmgmt.leg.mn by March 18, 2026.

Funding Available

Approximately \$121 million is anticipated to be available through this RFP for projects beginning July 1, 2027. The LCCMR makes recommendations to the Minnesota Legislature for funding from the Environment and Natural Resources Trust Fund. Recommended projects must be approved by the 2027 Legislature through an appropriations bill, signed into law by the governor, and have a work plan approved by the LCCMR before funds can be spent. For non-state entities, payment is made by [reimbursement](#) for expenses incurred, and fiscal oversight is provided through a grant agreement with the Minnesota Department of Natural Resources (DNR). Final reimbursement is contingent on final report approval by the LCCMR at the end of the project. The standard project length is three years, but shorter and longer projects will also be considered.

Amount of Request

There is no minimum or maximum request amount. All proposals should strive to maximize efficiency and return on investment for the proposed expenditures.

Applicant Eligibility

The RFP is open to all who want to apply and who have demonstrated financial capacity. Applicants must be available to make a formal presentation to the LCCMR if selected and to respond to staff or commission member questions.

Online Proposal System

All proposals must be submitted through the LCCMR's [online proposal submission system](#). Early account registrations and proposal submissions are strongly encouraged.

Deadline for Submission

Final proposals must be submitted online by March 18, 2026, at 4:30 PM.

Information from this document may be copied and distributed to others. This publication can be made available in alternate formats, such as large print or audio format, upon request.

Legislative-Citizen Commission on Minnesota Resources
Centennial Office Building, First Floor
658 Cedar Street
St. Paul, MN 55155
Phone: 651-296-2406
Email: lccmr@lccmr.mn.gov
Website: www.lccmr.mn.gov

Proposal and Appropriation Timeline

LCCMR Members

as of 11/19/2025

Co-Chairs

Rita Albrecht
Sen. Fong Hawj
Rep. Sydney Jordan

Co-Vice Chairs

Sen. Steve Green
Rep. Josh Heintzeman
Seth Moore

Michelle Beeman
William Faber
Rep. Peter Fischer
Monica Hedstrom
Shona Langseth
Rep. Leon Lillie
Sen. Jennifer A. McEwen
Sen. Aric Putnam
Michael Reese
Rep. Roger Skraba
Sen. Torrey Westrom

LCCMR Staff

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Assistant Director

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Noah Fribley

Project Analyst and Grant Monitoring Specialist

Erin Barton
Lisa Bigaouette
Tom Dietrich
Tiffany Schaufler

Business Analyst

Ajeev Shah

Commission Assistant

Diana Griffith

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Up-to-date information on deadlines and meetings can be found on the [meeting schedule page](#) of our website.

November 19, 2025	Funding priorities determined and 2027 RFP adopted.
January 7, 2026	2027 RFP issued.
March 18, 2026	Final submission deadline for proposals responding to 2027 RFP
May 2026	All submitted proposals distributed to LCCMR members for evaluation (Evaluation #1)
June 9, 2026	Member Evaluation #1 deadline
June 17, 2026	A subset of high-ranking proposals selected for further consideration are invited to give presentations before the LCCMR.
June 29-30 and July 1-2, 2026	Selected proposals present before the LCCMR. LCCMR members begin further evaluation of selected proposals (Evaluation #2).
July 15, 2026	Member Evaluation #2 deadline
July 30, 2026	Subset of proposals selected for recommendation to the Legislature for funding
August–December 2026	Projects recommended for funding begin submitting work plans for LCCMR staff review, and research projects recommended for funding undergo peer review.
December 16, 2026	Funding recommendations are adopted by the LCCMR in legislative bill format, as they will be presented to the Legislature.
January–May 2027	LCCMR recommendations presented to the Legislature for consideration via introduction as an appropriations bill. Bill is considered and acted upon by the Minnesota House and Senate. Upon passage, the bill goes before the governor to be signed into law.
June 2027	LCCMR approves work plans for projects funded.
July 1, 2027	Money from the Environment and Natural Resources Trust Fund becomes available for expenditure, and projects with an approved work plan may begin.
July–September 2027	Minnesota DNR conducts fiscal capacity reviews and sends grant agreements to non-state entities receiving ENRTF funds.

About the LCCMR

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) is made up of 17 members: five Senators, five Representatives, five citizens appointed by the governor, one citizen appointed by the Senate, and one citizen appointed by the House. The function of the LCCMR is to make funding recommendations to the Legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund.

2027 Funding Priorities

All proposals must meet the constitutional aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources, especially those that may be substantially impaired or destroyed in any area of the state.

Proposals should address one or more of the priorities described in the categories below, with a priority on proposals that meet the purposes of the Reinvest in Minnesota program as provided in [M.S. 84.95, Subd 2](#). However, proposals pertaining to environmental or natural resource issues not directly addressed below may also be considered. Categories and priorities are not listed in order of importance.

Proposals that address prevention strategies for protecting natural resources, that include citizen and community involvement in scientific efforts, or that implement or identify clear strategies for implementing research results are strongly encouraged.

Proposals will not be considered for:

- Construction of buildings or building infrastructure for environmental education or renewable energy purposes, unless for research or demonstration.
- Development of new school curriculum, except to allow new modules within existing curriculum or update existing curriculum to reflect current state of knowledge or art.

Please make sure you are familiar with all requirements (see pages 8-9) before you begin your proposal, particularly if your proposal will include fee title land acquisition, easement acquisition, restoration, or capital construction.

A. Resiliency

Proposals that help Minnesota's environment, natural resources, and communities achieve resilience in the face of climate change, land use changes, and extreme weather events. The LCCMR seeks projects proposing to do one or more of the following:

1. Identify, assess, and/or prioritize potential threats to the environment and natural resources.
2. Research, demonstrate, and/or promote comprehensive and viable solutions for reducing the impacts of climate change, land use changes, or extreme weather events on the environment and natural resources, through both engineered and natural solutions targeted at critical areas.
3. Research and/or develop technologies and measures to detect or address emerging or emergency threats to the environment and natural resources.
4. Broaden understanding and implementation of effective climate adaptation management practices for natural resources among public and private landowners through education, outreach, technical assistance, and/or the development of collaborations and networks to share and learn about new and innovative practices.
5. Support the development of local climate resiliency and adaptation plans for natural resources.
6. Create collaborations and build partnerships among all parties – including academic institutions, government agencies, non-government organizations, communities, and the private sector – to foster innovation and leverage resources and expertise to better address emerging threats to the environment and natural resources.
7. Enhance coordination and interagency collaboration among federal, state, tribal, and local governments to ensure a unified response to emerging environmental or natural resource issues.

2027 Funding Priorities (Continued)

8. Implement proactive measures to prevent or minimize the impacts from emerging environmental or natural resource issues.
9. Implement land and water management practices and/or protect and restore wetlands, forests, prairies, and other critical systems to enhance biodiversity and provide multiple community resilience benefits.

B. Water

Proposals that help ensure Minnesota's waters are better managed for both water quantity and quality to support aquatic life, drinking water, recreation, and other uses. The LCCMR seeks projects proposing to do one or more of the following:

1. Research impacts of runoff, stormwater, or contaminants on surface water or groundwater quality and develop practical solutions to prevent or address these impacts.
2. Research current and future water supply and use to support planning efforts and implementation of best management practices and ensure the state's water resiliency and sustainability.
3. Increase understanding and awareness of weather and climate patterns and their potential impact on water resources.
4. Demonstrate innovative practices, strategies, and/or partnerships that prevent or reduce water issues in urban, suburban, or rural regions.
5. Implement measures to improve water quality and/or restore or enhance habitats, shoreline, or natural hydrology in lakes, rivers, wetlands, and other surface waters, with an emphasis on efforts that incorporate coordination and collaboration among tribal, state, and local agencies and community partners.
6. Provide educational opportunities or technical assistance programs for teachers, students, state and local decision-makers, landowners, or the public on how to improve and protect water resources, including groundwater, surface water, and stormwater systems.
7. Monitor and assess the condition of groundwater or surface water, including lakes, rivers, and wetlands, on a regular cycle and provide a long-term data set to support decision-making and evaluate efforts.

C. Education and Outdoor Recreation

Proposals that contribute to all Minnesotans, especially young people, having access to and taking advantage of opportunities to connect to the lands and waters of Minnesota, including through culturally relevant and innovative approaches.* The LCCMR seeks projects proposing to do one or more of the following:

1. Address social, economic, or physical barriers to natural resources-based outdoor recreation through programs that encourage inclusivity and address inequities so that public lands and waters are accessible to all.
2. Assess programs, activities, or physical spaces for their accessibility and effectiveness and/or implement changes to adapt and retrofit them to welcome more people.
3. Provide evidence-based, hands-on, and engaging curriculum, programs, or natural-resource-based outdoor events to bring a diversity of students and/or adults to outdoor experiences.
4. Create mentorship programs, leadership opportunities, and/or learning experiences for a diversity of young people to explore and pursue careers in the environment and natural resources.
5. Enhance environmental education initiatives by integrating diverse cultural perspectives, experiences, and partnerships that foster environmental stewardship in all communities.

2027 Funding Priorities (Continued)

6. Develop local or regional plans to enhance natural resources-based outdoor recreational opportunities in communities across the state.
 7. Collaborate or partner with indigenous, local, BIPOC, or underserved communities to develop culturally relevant, inclusive, and accessible environmental, natural resource, or natural resources-based outdoor recreation programs, practices, curriculum, or facilities.
 8. Design and/or develop culturally relevant, accessible, and resilient outdoor recreation facilities and infrastructure – including recreation areas, parks, trails, fishing piers, or shelters – that create new natural resources-based experiences.
 9. Expand networks of trails, parks, or natural areas to protect and connect green spaces seamlessly, improve accessibility and safety, and/or encourage all Minnesotans to recreate and engage with nature.
- * Generally, only elements of baseball fields, basketball courts, splash pads, playground equipment, and other recreational facilities and infrastructure that improve or enhance natural resources or users' experience with natural resources are eligible.

D. Fish and Wildlife

Proposals that help ensure Minnesota has healthy and diverse aquatic and terrestrial wildlife and plants that sustain and enhance the state's environment, economy, and quality of life. The LCCMR seeks projects proposing to do one or more of the following:

1. Research species or ecosystems and develop strategies to effectively manage, maintain, protect, and restore healthy habitats and populations.*
 2. Monitor the health of natural systems to support and improve species management and conservation strategies.
 3. Support and provide technical assistance and/or planning support to private landowners on cost-effective, proven strategies and technologies to develop and restore diverse, native habitat.
 4. Promote public awareness on the importance of diverse wildlife and plant populations through comprehensive education programs.
 5. Prevent the introduction, reduce the spread, or develop and demonstrate alternative control techniques for invasive species.* Standard control, removal, and maintenance activities of invasive species will not be considered.
 6. Develop plans and/or implement conservation actions to protect, conserve, or restore species, with a priority on efforts that maintain or create connected, continuous habitat or address the needs of vulnerable, declining, poorly understood, or sensitive species.
 7. Evaluate the effectiveness of current management practices and past investments to sustain and enhance wildlife and native plant populations.
- * All proposals related to invasive species research must consider the research priorities established by the University of Minnesota's Minnesota Invasive Terrestrial Plants and Pests Center or Minnesota Aquatic Invasive Species Research Center. All research proposals should be submitted to the Centers when applicable. The Centers will keep the LCCMR updated on the status of proposals received.

2027 Funding Priorities (Continued)

E. Energy

Proposals that move Minnesota forward towards achieving reliance on renewable energy in all sectors, including transportation, building, industry, and agriculture. The LCCMR seeks projects proposing to do one or more of the following:

1. Research and develop new and innovative renewable energy or fuel technologies along with environmental considerations, including biofuels, e-fuels, sustainable aviation fuels, and energy storage.
2. Evaluate, demonstrate, and/or assess renewable energy systems or fuels for economic viability, compatibility with other land uses, and environmental and natural resource impacts over the full lifecycle of the technology.
3. Develop and/or implement plans that identify, prioritize, and coordinate efforts to reduce energy consumption and to transition to renewable energy through land use planning, infrastructure, education and awareness, and other methods.
4. Encourage and support the use of renewable energy and energy efficiency in agriculture, mining, industry, utilities, transportation, homes, or businesses.
5. Ensure equitable access to renewable energy and/or energy efficiency programs in all communities.
6. Provide inclusive education and experiential learning programs to build a skilled and diverse workforce for the renewable energy sector.

F. Land

Proposals that help ensure Minnesota's public and private lands – including forests, grasslands, wetlands, and agricultural lands – provide long-term benefits to fish, wildlife, and people. The LCCMR seeks projects proposing to do one or more of the following:

1. Develop, demonstrate, and/or evaluate new and innovative practices and processes on public and private lands, including agricultural and forest land, that provide multiple, long-term environmental benefits, including benefits related to habitat, water quality and quantity, soil health, and carbon sequestration, and take into account economic considerations.
2. Enhance education, technical assistance, or public outreach to promote the application of practices beneficial to the environment, natural resources, and all Minnesotans.
3. Acquire and conserve minimally disturbed lands that provide the greatest capacity for multiple conservation benefits to humans, fish, wildlife, and water resources.
4. Restore and enhance lands to provide high-quality natural resource, ecological, or recreational value.
5. Implement natural resource corrective actions where delay will be detrimental to the environment and natural resources.
6. Foster collaboration among diverse groups, demonstrate the support of multiple stakeholders, and/or incorporate outreach to local and tribal communities to better protect lands.

2027 Funding Priorities (Continued)

G. Small Projects

The LCCMR seeks and encourages proposals for projects under \$300,000, especially from political subdivisions and non-profits, to quickly and efficiently provide environmental and natural resource benefits in Minnesota. Proposals should address one or more of the priorities listed in the above categories A through F.

Evaluation Criteria

All proposals must be eligible for funding, as defined by law (see page 11) and as indicated in this RFP, and clearly articulate how the project will meet the constitutional purpose of protecting, conserving, preserving, or enhancing the state's air, water, land, fish, wildlife, or other natural resources. The following criteria are considered in evaluating and selecting individual proposals to recommend for funding:

Funding Priorities: The proposal responds to RFP funding priorities.

Environmental or Natural Resource Benefits: The extent to which the project will benefit Minnesota's environment, natural resources, or how Minnesotans experience them relative to the amount requested.

Outcomes/Results: The proposal clearly identifies the work that will be done, and the specific outputs, results, and likely outcomes that will benefit the environment and natural resources, or how Minnesotans experience them.

Capacity: The proposal and past performance demonstrate the applicant's administrative, financial, professional, scientific, and/or technical capacity to manage the project and deliver on proposed outputs and results in a timely, accountable, and effective manner.

Completeness and Clarity: The proposal is clear, sufficiently detailed, and includes all required information and attachments needed to fully evaluate the proposal.

Additional factors may also be considered, as applicable, in evaluating and selecting proposals, including but not limited to:

Information and Dissemination: The project will contribute to the knowledge base *and* disseminate that information so that it can be used to benefit efforts to protect, conserve, restore, enhance, or manage the environment and natural resources.

Innovation: The project will employ or demonstrate innovative approaches to more effectively and efficiently solve specific environmental and natural resource issues.

Timeliness and Readiness: The proposal includes work that is urgent or would significantly benefit from funding in the current cycle *and* demonstrates readiness for that work to begin as soon as funds are available.

Leverage: The project will leverage additional efforts, resources, or non-state funds.

Collaboration/Coordination: The project will use a collaborative, multi-disciplinary approach with project partners from a diversity of agencies, organizations, or communities and/or will include meaningful engagement with those entities in completing the proposed work.

Finally, the commission may consider how the selected proposals as a whole provide benefits to and address needs in all areas and communities of the state.

Requirements

Project Requirements

All projects must comply with [Article XI, Section 14 of the Minnesota Constitution](#), [Minnesota Statute 116P](#), and the Environment and Natural Resources Trust Fund (ENRTF) [General Project Requirements](#) and [Acknowledgement Requirements and Guidelines](#).

Work Plan and Progress Reports

Project managers of recommended projects must submit a work plan. Successfully funded projects must have an approved work plan, and no funds may be spent until the work plan has been approved. The project manager must submit annual or semiannual progress reports, and modifications to the approved work plan and budget expenditures must be made through the LCCMR amendment process.

Financial Capacity

A pre-award financial capacity assessment is required for all non-profit organizations, for-profit organizations, and political subdivisions. To help us evaluate financial capacity, the following must be submitted with your proposal. Additional information may be required at later stages in the grant proposal process.

Non-profit organizations

- Most recently filed IRS Form 990 or 990-EZ.
- If exempt from 990 requirements: a copy of your IRS determination letter and your most recent board- or managing group-reviewed financial statements.
- Most recent audited financial statements if you had \$750,000 or more in revenue in the last fiscal year and were required to have an audit (see [current non-profit audit revenue thresholds](#)).
- Evidence of good standing with the Secretary of State.

For-profit organizations

- Your most recently filed federal and state tax returns. This information will be considered non-public data.
- If exempt from tax return requirements: your most recent financial statements, including balance sheet, income statement, and statement of cash flows. This information will be considered non-public data.
- Evidence of good standing with the Secretary of State.
- Disclosure of any liens on assets filed with the Secretary of State or county recorder, or if no liens, a signed statement that no current liens are filed.

Political subdivision

- Most recent audit report (if required; see [current political subdivision audit revenue thresholds](#)).

Additional Requirements for Capital Construction Projects

All applicants requesting funds for predesign, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more must read and understand the following summary document regarding a **25% non-ENRTF match** and other requirements:

- ENRTF [Capital Construction Project Requirements](#)

A completed [Capital Construction Project Questionnaire](#), [Budget Addendum](#), and aerial map must be submitted with your proposal. The map must include location within the state, parcel boundaries, and clearly delineate what will be constructed using the requested funds. Further instructions on required map elements are provided in the LCCMR Proposal and Grant Management System. Any concept plans or completed designs should also be attached if available.

Please be aware that if the Commission determines that readiness is not sufficiently demonstrated, it may recommend funding only the planning, predesign, or design portion of a proposal. Applicants may reapply for subsequent phases.

Requirements (continued)

Construction, Service Contracts, and Purchasing

State contracting and competitive bidding requirements apply, including but not limited to, prevailing wage and targeted group purchasing requirements. More information on requirements for non-state organizations may be found in the [DNR Pass-Through Grants Reimbursement Manual](#).

Additional Requirements for Land Acquisitions, Easements, and Restorations

All fee title and conservation easement acquisition proposals must include funding for development and implementation of a management and restoration plan. If no funding is requested, your proposal must address why funding for this work is not needed to achieve a high quality restoration.

Largescale stream or wetland restoration projects and land acquisitions for the purpose of capital construction are also subject to a **25% non-ENRTF match** and other capital construction requirements. See the summary documents below for more information.

All acquisition and restoration applicants must read and understand the following summary documents:

- ENRTF [Fee Title Acquisition Project Requirements](#)
- **UPDATED** - ENRTF [Easement Acquisition Project Requirements](#)
- ENRTF [Restoration Project Requirements](#)

Aerial maps of each of the proposed acquisition or restoration parcels must be submitted with your proposal. The maps must include location within the state and parcel boundaries. If all parcels have not yet been identified, a single map showing the approximate locations is sufficient. Further instructions on required map elements are provided in the LCCMR Proposal and Grant Management System.

A parcel list must also be included in your proposal that identifies all parcels you are considering for acquisition (fee title or easement) or restoration with the requested funds by parcel name, estimated cost, county, site significance, proposed number of acres, proposed shoreline or trail miles, type of landowner, and (if applicable) proposed title/easement holder. This list may include more parcels than you end up acquiring or restoring with the requested funds.

Guidance on Allowable Expenses

Eligible Expenses

Eligible expenses mean those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal. All proposed expenses must be specified in the proposal submitted. Please note that for non-state organizations all funds are awarded on a reimbursement basis, unless otherwise authorized, and all eligible expenses will need to be documented. Eligible expenses are:

- a. Eligible expenditures incurred only after the effective date as approved by the LCCMR.
- b. Wages and expenses of salaried recipient employees if specified, documented, and approved. For state agencies: use of unclassified staff only OR request approval for the use of classified staff accompanied by an explanation of how the agency will backfill that part of the classified staff salary proposed to be paid for with these funds. This is subject to specific discussion and approval by the LCCMR.
- c. Fringe benefit expenses, such as FICA/Medicare, retirement, and health insurance of recipient's employees, if specified.
- d. Services and contracts (including for construction) specified in the approved work plan that are rendered by individuals or organizations not a part of the recipient; no contractor is approved unless it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the [DNR's reimbursement manual](#) for non-state organizations. These rules include competitive bidding and prevailing wage requirements.
- e. Sub-awards as approved in the work plan. ENRTF spending requirements and, for non-state ENRTF recipients, grant agreement requirements flow down to the sub-award recipients.
- f. Equipment, tools, materials, and supplies specific to the project and incoming freight charges for them. State procurement requirements apply and may include targeted group purchasing provisions.
- g. Capital equipment (i.e., expenditures greater than \$5,000 per unit for equipment or tools) individually itemized as capital equipment in the approved work plan. For each item, the recipient must provide an explanation of how the equipment or tool purchased will continue to be used for the same program through its useful life, or if the use changes, a commitment to pay back to the ENRTF an amount equal to either the cash value received or a residual value approved by the director of the LCCMR if it is not sold.
- h. Publication and printing/copying expenses necessary for contract administration, work products production, and semi-annual reports relating to accomplishments.
- i. In-state transportation and travel expenses, such as lodging, meals, and mileage, for employees directly involved in the project in the same manner and in no greater amount than provided for in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Management of Budget and as provided by the LCCMR or, for University of Minnesota projects, the [University of Minnesota plan](#).

Generally Ineligible Expenses—Unless Explicitly Approved

Generally ineligible expenses mean all expenses not defined as eligible expenses, but for which an explicit exception can be sought from the LCCMR if the expenses can be clearly justified and individually documented as directly related to and necessary for a project. No broad allocations for costs in either dollars or percentages are allowed. In deciding whether to seek exception for these costs consider that cash and in-kind leverage are factors considered in proposal evaluation. Generally ineligible expenses include but are not limited to:

- a. General operations, overhead, and other indirect expenses, including office maintenance, office utility expenses, and office materials and supplies.
- b. Office rental fees (including storage space rental).
- c. Communication expenses incurred for telephone calls, web access, postage, and similar services.
- d. Insurance, except title insurance.
- e. Attorney fees, except to acquire and clear title to land.
- f. Purchase of communication devices such as pagers, cell phones, or smart phones.
- g. Purchase of computers, tablets, or audiovisual equipment.
- h. Generally available food and refreshments.
- i. Conference attendance and associated costs and fees, except if to participate in formal presentation of project findings.
- j. Out-of-state expenses, including transportation, travel, and contracting.
- k. Transportation and travel expenses, such as lodging, meals, and mileage, for non-employees.

Prohibited Expenses

Prohibited expenses mean all expenses indicated below, including but not limited to:

- a. Any expenses incurred before the project is authorized: before July 1, 2027, or before LCCMR work plan approval—whichever is latest.
- b. Fundraising.
- c. Taxes, except sales tax on goods and services.
- d. Lobbyists or political contributions.
- e. Organization advertising and marketing expenses.
- f. Loans, grants, or subsidies to persons or entities for development.
- g. Bad debts, late payment fees, or finance charges.
- h. Interest or investment management fees.
- i. Board of directors' or officers' salaries.
- j. Merit awards and bonuses.
- k. Memberships (including subscriptions and dues).
- l. Publications, periodicals, and subscriptions.
- m. Employee workplace parking.
- n. Entertainment, decorations, gifts, and prizes.

Environment and Natural Resources Trust Fund: MN Constitution and Statutory Expenditures

[Minnesota Constitution Art. XI, Sec. 14](#) Environment and Natural Resources Trust Fund Established

A permanent environment and natural resources trust fund is established in the state treasury. The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. The assets of the fund shall not be used to pay the principal or interest of any bonds. The assets of the fund shall not be used to pay for any costs related to the construction, repair, improvement, or operation of any facility or system that processes wastewater, but may be used to pay for research related to wastewater. The amount appropriated each year of a biennium, commencing on July 1 in each odd-numbered year and ending on and including June 30 in the next odd-numbered year, may be up to 7 percent of the market value of the fund on June 30 one year before the start of the biennium. Not less than 40 percent of the net proceeds from any state-operated lottery must be credited to the fund through December 31, 2050. [Adopted, November 8, 1988; Amended, November 6, 1990; November 3, 1998; November 5, 2024]

[M.S. 116P.08](#) Environment and Natural Resources Trust Fund Expenditures and Exceptions

Subdivision 1. **Expenditures.** (a) Money in the trust fund may be spent only for:

- (1) the reinvest in Minnesota program as provided in section 84.95, subd. 2;
 - (2) research that contributes to increasing the effectiveness of protecting or managing the state's environment or natural resources;
 - (3) collection and analysis of information that assists in developing the state's environmental and natural resources policies;
 - (4) enhancement of public education, awareness, and understanding necessary for the protection, conservation, restoration, and enhancement of air, land, water, forests, fish, wildlife, and other natural resources;
 - (5) capital projects for the preservation and protection of unique natural resources;
 - (6) activities that preserve or enhance fish, wildlife, land, air, water, and other natural resources that otherwise may be substantially impaired or destroyed in any area of the state;
 - (7) administrative and investment expenses incurred by the state board of investment in investing deposits to the trust fund; and
 - (8) administrative expenses subject to the limits in section 116P.09.
- (b) In making recommendations for expenditures from the trust fund, the commission shall give priority to funding programs and projects under paragraph (a), clause (1) and (6). Any request for proposals issued by the commission shall clearly indicate these priorities.

Subdivision 2. **Exceptions.** Money from the trust fund may not be spent for:

- (1) purposes of environmental compensation and liability under chapter 115B and response action under chapter 115C;
- (2) purposes of municipal water pollution control in municipalities with a population of 5,000 or more under the authority of chapters 115 and 116;
- (3) costs associated with the decommissioning of nuclear power plants;
- (4) hazardous waste disposal facilities;
- (5) solid waste disposal facilities;
- (6) projects or purposes inconsistent with the strategic plan; or
- (7) acquiring property by eminent domain, unless the owner requests that the owner's property be acquired by eminent domain.

How To Apply

Proposals due by March 18, 2026, at 4:30 PM

1. Register for an account on the [LCCMR Proposal and Grant Management System](#).
2. Login and click “Create a New Proposal”.
3. Follow the instructions for completing your proposal.
4. Upload your completed attachments as required:
 - A. Visual component (1 page limit) or map. Attach a map, graphic, table, photo(s), or figure to help illustrate or elaborate on your project. Land acquisition, restoration, and capital construction projects must attach maps, and the maps may be more than 1 page to show multiple parcels.
 - B. A resolution or letter from your governing board authorizing submission of the proposal, using [these templates](#). This is required for non-state entities, including non-profits, for-profits, tribes, political subdivisions, and federal agencies. University of Minnesota entities may use their own template.
 - C. Documents described under the Financial Capacity requirements on page 8.
 - D. If you will have a third-party (external) fiscal agent, a letter or resolution from your fiscal agent acknowledging acceptance of the fiscal agent role for your project, using [these templates](#).
 - E. A completed [Capital Construction Project Questionnaire](#) and [Budget Addendum](#) for proposals for predesign, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed asset costing \$10,000 or more, including largescale stream or wetland restoration, or for land acquisitions for purposes of capital construction.
5. Review all information and attachments.
6. Click “Submit”.
7. Save or print the confirmation email. Please check your junk mail folder if the confirmation email does not appear in your inbox. Contact the LCCMR if you do not receive a confirmation email or if your proposal status does not appear as “Final Submitted” on your dashboard.

Additional Resources and Questions

Visit our [2027 Proposal & Funding Process page](#) for additional resources to assist you with completing your proposal and to follow along with the 2027 funding process. This page also provides guidance on how to submit questions and request meetings to discuss your draft proposal.



From Moments to Memories -
American Craftsmanship in Every Space

Company Address PO Box 4365
Bethlehem, Pennsylvania 18018
United States

Created Date 1/7/2026
Expiration Date 1/16/2026
Quote Number 00024791

If products are made to order, a deposit is required upon acceptance of this quote. The deposit percentage is listed below. Note: Sales tax (if applicable) is excluded from the deposit invoice and will be billed with the final product shipment.

DEPOSIT N/A

Prepared By Sandy Gundy
Phone (952) 500-9668
Email sgundy@holidayoutdoordecor.com

Contact Name George Casey
Bill to Phone (218) 697-2301
Email cityhall@hillcity-mn.com

Address Confirmation Required: Please verify all information below.

Account Name City of Hill City
Bill To Name Tami Meyer
Bill To PO Box 160
Hill City, Minnesota 55748
United States

Ship To Name Tami Meyer
Ship To Phone (218) 697-2301
Ship To 125 Lake Ave
Hill City, Minnesota 55748
United States

Product Code	Product	Product Line Description	Price	Quantity	Total Price
BV-30X60	30 x 60 Vinyl Banner	30 x 60 Vinyl Banner	\$87.97	20.00	\$1,759.40
SHIPPING	SHIPPING		\$60.00	1.00	\$60.00

- Applicable Sales Tax will be added to Final Invoice
- All shipping is estimated at time of order. Actual shipping costs may vary.
- Invoices will be sent out as soon as purchased product ships. This includes, both direct to customer or to an HOD warehouse prior to installation.

Subtotal \$1,819.40
Total Price \$1,819.40
Grand Total \$1,819.40

Account Terms NET 30 DAYS

QUOTE ACCEPTANCE INFORMATION

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

Signature: _____
Name: _____
Title: _____

• Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>



From Moments to Memories -
 American Craftsmanship in Every Space

- Please be advised that for orders exceeding \$20,000, our standard procedure is to issue a 50% deposit invoice. This deposit will be due upon receipt. The remaining balance will be invoiced upon completion and shipment of your order.

Account Terms NET 30 DAYS

- 20% Restocking fee and shipping on all returns
- No returns without proper authorization
- 4% Credit Card payments fee
- Custom Items are NOT returnable
- After Account Terms due date, a monthly interest charge of 1.5% will be added on past due accounts (18% APR)

QUOTE ACCEPTANCE INFORMATION

Signature: _____

Name: _____

Title: _____

- Please refer to our Terms and Conditions, [here](https://holidayoutdoordecor.com/terms-conditions/) or at <https://holidayoutdoordecor.com/terms-conditions/>



Rep: **Sandy Gundy**
 PO Box 4365,
 Bethlehem, PA 18018
 Phone: (952) 500-9668
 EMAIL: sgundy@holidayoutdoordecor.com

This proof shows the general position and color of your artwork. CMYK and RGB from the color viewed on a screen. **Section 8, Item h.** CMYK/RGB will be printed as-is. If supplied, PMS Colors will be matched as closely as possible.

DATE: January 7, 2026
 JOB: Hill City – Better Future
 QTY: 20
 FINAL SIZE: 30"x 60"
 TYPE: Digital Print
 POCKETS: 3.5"
 GROMMETS: (2)
 WINDSLITS: N/A

DOUBLE SIDED SINGLE SIDED

MATERIAL:

Blockout Vinyl

COLORS:

CMYK

NOTES:

APPROVAL SIGNATURE:
 SIGNATURE IS FOR APPROVAL OF ALL BANNERS IN THIS ORDER

 (PRINT NAME)

Email to: sgundy@holidayoutdoordecor.com





City Council Monthly Meeting Pay and Training Expense Reimbursement Request

Name _____

Date	Regular Meeting		Amount	Sub-Total
			\$	\$
Date	Special Meeting	Description	Amount	
			\$	\$
Date	Special Meeting	Description	Amount	
			\$	\$
Date	Special Meeting	Description	Amount	
			\$	\$
Date	Training Location	Description	Amount	Sub-Total
		Round Trip Mileage	\$	
		Hotel Reimbursement	\$	
		Meal Reimbursement	\$	\$
Date	Training Location	Description	Amount	Sub-Total
		Round Trip Mileage	\$	
		Hotel Reimbursement	\$	
		Meal Reimbursement	\$	\$
			Total Amount Due	\$

Mayor \$175/Month
 Council \$125/Month
 Mileage Reimbursement is at \$.70/mile
 Special Meetings & Trainings \$30/meeting
 Meal Reimbursement \$60/half day or \$90/full day

Signature _____

Council Approved _____

Adventures in Clerking



We're thrilled to welcome you to a week dedicated to learning, connection, and celebration. This year's theme, *Adventures in Clerking*, honors the dedication and professionalism you bring to your communities each day. Our hope is that this conference sparks inspiration, provides practical tools, and creates meaningful opportunities to connect with colleagues from across Minnesota.

Tuesday, March 24th: Optional Pre-Conference Sessions

- Athenian Dialogue: "Juliette Gordon Low: The Remarkable Founder of the Girl Scouts," facilitated by Kary Tillmann (all day)
- New City Clerk Orientation and Election Administration facilitated by Daphney Maras and Cindy Anderson (all day)

Keynote & General Session Speakers

Wednesday: Michael Hingson – "What Would You Do When..."

Thursday: Secretary of State, Steve Simon – "Elections"

Friday: Julie Sampson – "Breakthrough Conversations"

Educational Sessions and Trade Show

A total of 24 educational sessions will be held on a wide range of topics; note that there will be sessions held on Friday morning. The annual trade show will be held on Wednesday; this is a great opportunity to learn about new products and services that can help you perform your job.

Entertainment

The President's Reception will be held on Tuesday night to kick off the conference. On Wednesday night, join us for a social hour, light appetizers, and DJ entertainment. It doesn't stop there! Make sure to wear either your pajamas, or dress up as your favorite super hero Thursday evening, and enjoy a pizza and taco bar. Our featured entertainment will be Comedy Sportz.

MCFOA Organization

- The board will meet on Tuesday afternoon and again on Friday at the conclusion of the conference. Nominations for Board positions will be held on Wednesday at 4:20 PM. If you are interested in serving on the board, please submit an application to the Nominations Committee.
- The annual Awards Luncheon will be held on Thursday at 12:45. Normally, we encourage you to **wear your region colors on Wednesday**, however, please save that for Thursday!
- The Annual Business Meeting will be held on Thursday morning, and this includes elections for board members.
- The Silent Auction is held on Wednesday afternoon in the exhibit hall!
- IIMC and **NEW THIS YEAR:** MCFOA Conference drawings will be the last item of business on Friday morning – All MCFOA members in attendance are eligible for one of the trips to the annual IIMC Conference and to the 2027 MCFOA Conference. This year's IIMC conference will be located in Reno, Nevada for their 80th anniversary.

The Committee encourages you to come to the conference and celebrate our achievements! Thank you for everything you do in your roles, and thank you for attending this year's conference.

Sincerely,

Daphney Maras, City Clerk - MMC
Vice President & Planning Committee Chair

Location/Accommodations

Same as last year, we will be located at the Heritage Center in Brooklyn Center, MN. The primary room block is set up at The Embassy Suites, but **PLEASE NOTE: the block at the Embassy is already full.** Thankfully, we have two overflow blocks. The first is just steps away in the same parking lot at The Fairfield Inn & Suites. The other is just 5 minutes away at The Comfort Inn. Each hotel provides overnight guests with a broad range of amenities including heated swimming pools, exercise areas, and dining facilities.

The sleeping room blocks (Embassy Suites-\$129/night plus tax, Fairfield Inn & Suites - \$129/night plus tax, and Comfort Inn-\$119/night plus tax) are being held until February 21st, or until they are sold out. Make your overnight reservations via phone or booking link. A booking link to both hotels can be found on the [PACE website](#).

OPTIONAL Tuesday Pre-Conference Workshops

This year's conference includes two pre-conference training options on Tuesday, March 24th. At 9:00 AM, join Daphney Maras, City of Albert Lea, and Cindy Anderson, City of Eden Valley, for a full-day orientation for New City Clerks, or join a full-day Athenian Dialogue moderated by Kary Tillmann, City of Zimmerman. She will be leading a discussion on the book, "Juliette Gordon Low: The Remarkable Founder of the Girl Scouts," by Stacy A Cordery. We are not offering half-day sessions this year. **Please keep in mind:** pre-conference sessions are NOT included in your conference registration fee, and are charged separately.

CMC/MMC/EPP Points

This year's education-rich conference offers numerous opportunities to earn CMC/MMC/EPP Education Points. Even the pre-conference sessions provide opportunity for IIMC credits. You can find more information in your final program and in the conference app, Whova, to receive these points.

For those pursuing CMC (Certified Municipal Clerk), MMC (Master Municipal Clerk), or EPP (Education Plus Program) credit, this conference provides 1 CMC Education or 1 MMC Advanced Education point for every 4 hours of approved participation in combination with a completed learning assessment. Participants will receive an automatically-generated certificate after completing each assessment in FlexiQuiz. If IIMC Points will not play a role in your ongoing education plans, then you need not take the assessments.

Continuing Education Units/Customized Certificates

For those who are not tracking Education Points, but desire a certificate for CEUs (Continuing Education Units) or Certificate of Attendance, you may request if it meets the criteria you need. A CEU is defined as, "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." If you want a customized certificate, the cost is \$15 each. St. Cloud State University will be in touch for the specific certificate you are requesting, and provide your certificate by email.

Instructional Materials/Speaker Handouts

This year, all speaker handouts from keynote and concurrent sessions will be downloaded directly into the Whova Conference App. This will allow you to print out all materials or load to your devices in advance for use during the conference.

Wednesday Vendor Show

For the very first time, the exhibit show will take place on Wednesday instead of Thursday. In addition, we are offering a **dedicated, 3-hour window** to spend with vendors from around the country showcasing their products and services to make a big difference in your daily work lives. **It's extremely important to visit their booths as their support of the conference keeps your attendance costs as low as possible.**

Wednesday Silent Auction

The popular silent auction starts at 11:30 AM. Take time to view and bid on items donated by clerks and finance officers throughout the state, as well as items from our generous sponsors and exhibitors. Be sure to bid often... **Please note: the Silent Auction closes at 2:30 PM.** Silent Auction items must be paid for and picked up by 3:00 PM on Wednesday, March 25th. If you are not able to stay for the end of the Silent Auction, please make arrangements to have a colleague pick up your item(s). Proceeds from the auction support the Association's training, scholarship programs, and 3 lucky winners will be granted conference registration and travel costs to attend the 2026 IIMC Annual Conference in Reno (**Winners must be active MCFOA members at the time of the drawing**). **NEW THIS YEAR:** 3 lucky winners will also be granted conference registration to attend the 2027 MCFOA Annual Conference.

Wednesday Evening

After the vendor show ends, breakout sessions will take place from 3:00-4:15 PM. Once your learning is over for the day, kick back, relax, and have a fun time from 4:30-7:30 PM. Enjoy a cash bar, light appetizers, and DJ Entertainment put on by your conference entertainment committee! **Dinner will be on your own on Wednesday night.**

Thursday Highlights

Don't forget to wear your region colors, and join us for our annual awards luncheon. Then, make sure to stick around for cocktail hour, followed by a **a Pizza & Taco Bar**. Either wear your pajamas, **OR** dress up as your favorite super hero! The choice is yours! After your meal, Comedy Sportz will keep you laughing throughout the evening. **Please note:** registration is required for the dinner buffet, so if you sign up, please make sure to attend, and if you don't sign up, please do NOT attend, as the venue will not have a meal prepared for you.

Conference Updates

You asked! We listened! See next page for important updates.

****Dietary Restrictions: for those with allergies, a menu will be sent ahead of time, and the Chef will provide labeled options for you in the buffet line. If you have questions or concerns, please email Kassidi at kassidi.andres@stcloudstate.edu.**

We have some exciting news to share! Based on last year’s conference feedback, we have implemented a few changes! These changes include:

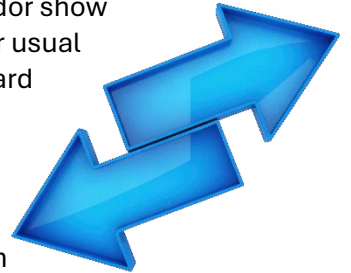
Beverage Breaks

We heard from several conference attendees that they would really like to have soda as a beverage option. We were able to meet somewhere in the middle: sodas will be offered on a “first come, first served” basis, and they will replace some AM or PM breaks, depending on the day. So, if you see “Bathroom & Beverage Break” on the schedule, that means there will be no food during that timeframe: just water, coffee, tea, and of course, canned soda.



Thursday Room Swap

You’re probably curious to know why our vendor show is taking place on a Wednesday instead of our usual Thursday. Well, there’s a reason for it! We heard that the Garden City Ballroom felt a little too crowded at the 2025 conference. We decided to have the vendor show on Wednesday, and swap rooms on Thursday. So, our general session/entertainment/meal room will start in the Garden City Ballroom on Wednesday, and flip to Carriage Hall (your vendor show room) on Thursday & Friday to allow for more space!



Handouts Stored in Whova

Unfortunately, storing handouts in the Google Drive didn’t quite work out as planned last year...this year, all handouts will be stored directly in the Whova Conference App to reduce confusion and unnecessary headache. Just click on your session, and your handouts will be stored right there!



Pizza & Taco Buffet

Your MCFOA President loves pizza and tacos, so why not have a fun, casual, pizza & taco buffet for Thursday’s dinner? Instead of a plated banquet, go through the buffet line, and enjoy some staple, comfort foods. Also, don’t forget to dress up as your favorite Super Hero, or get comfy in PJ’s.



Registration Information

Rates & Inclusions

The MCFOA early bird member rates are **\$395/person** (through February 24, 2026) or **\$420** (after February 24, 2026). To qualify for these rates, individuals must be current, paid members of MCFOA. The non-member rate is **\$500**. To determine membership status, contact Betsy Snyder (MCFOA Administrative Assistant) at adminasst@mcfoa.org.

All above fees include tuition for Wednesday-Friday, instructional materials, Wednesday evening entertainment, Thursday evening entertainment, two lunches, three breakfasts, all refreshment breaks, and a Thursday evening buffet dinner. **Appetizers are first come, first served, and NOT guaranteed. Wednesday dinner is on your own.**

MCFOA retirees can register at a special rate of **\$325, and must pay an additional \$45 to attend Thursday's dinner**. To be eligible for this reduced rate, you must not be employed by or under contract with a Minnesota community.

Registration fees for Tuesday's pre-conference workshops are in addition to the overall conference amounts:

- Full-day sessions: Member rate **\$100/person**; Non-member rate **\$125/person** (lunch included). **Athenian Dialogue participants MUST be an MCFOA member.**

Important Information – Please Read!

Registrations must be received no later than **March 3, 2026**. Any registrations received/postmarked after March 3, 2026 will incur a **\$25 late registration fee**. On-site registrations will **not** be accepted.

NEW THIS YEAR: Payment must be received **no later than March 10, 2026**. If payment is not received, your registration is not valid, and you will not be permitted to participate in the conference.

Also, please note that SCSU has a policy that a **\$25 late fee** will be applied for payments not received within 30 days of the invoice date. Upon completion of registration for the conference, registrants will receive an electronic confirmation **ONLY** if an email address was provided.

Online registration is available at the [PACE website](#).

- While we hope to accommodate the request of participants selected for each breakout session room, you may be asked to consider another session due to capacity restrictions.
- You will not be able to change your breakout sessions this year. Make a note of what you signed up for by creating your own schedule in the conference app.
- You will receive a confirmation email of your registration (Note: may be sent to your Junk/Spam folder). The concurrent sessions selected will **not** be in the confirmation email.

Register online with a credit card. If paying with purchase order/check, register online and check the box for “pay later”. Roxann Neu will generate an invoice for payment after registration has been completed. Questions, reach out to Roxann at reneu@stcloudstate.edu.

Additional Lunch or Entertainment Tickets

Have a guest you'd like to bring? Additional lunch tickets are **\$35/person**, and entertainment tickets are **\$45/person**. Tickets will not be available on-site, so make sure you have registered and ordered prior to the registration deadline date.

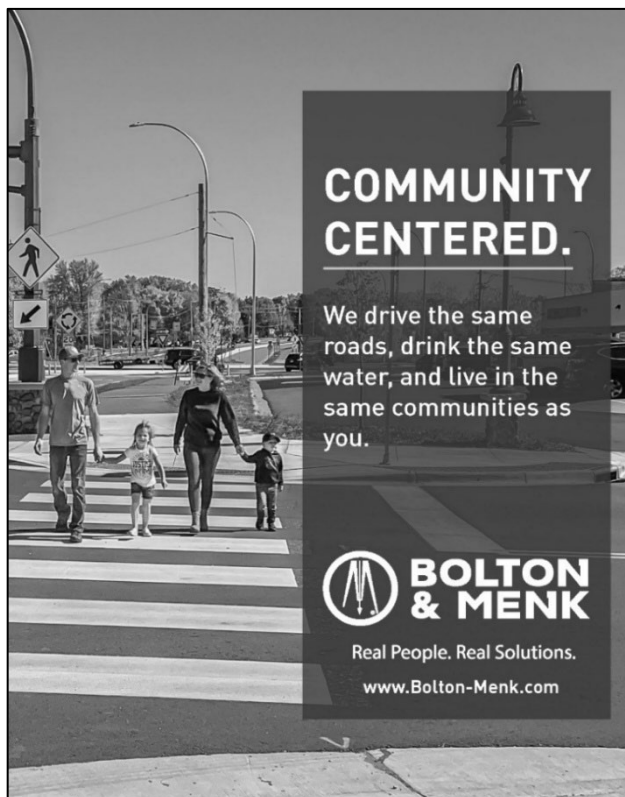
Cancellations/Refunds

Fees will be refunded (less a \$25 service fee) only if cancellation is received via email (PACE@stcloudstate.edu) by **March 3, 2026**. If you do not cancel your registration and do not attend, a refund will not be provided. Should inclement weather (or other circumstances beyond our control) necessitate program cancellation or postponement, you will receive communication from Kassidi Andres.

For Further Information

For program questions, please contact: Kassidi Andres at kassidi.andres@stcloudstate.edu, 320-308-5759.

For registration questions, please contact: Roxann Neu at reneu@stcloudstate.edu, 320-308-4962.



**May 17-May 21, 2026
Reno-Tahoe, Nevada
Global Insight. Local Impact.**



For more information, please visit [IIMC's website](#),
and check for updates

Agenda – Whova app will include a detailed schedule, menu, & IIMC points

Section 8, Item m.

TUESDAY - March 24, 2026 (Pre-Conference)

- 8:00-9:00 am Continental Breakfast
- 8:00-9:00 am Pre-Conference Check-In
- 9:00-3:00 pm Athenian Dialogue: “Juliette Gordon Low: The Remarkable Founder of the Girl Scouts”
- 9:00-4:00 pm New City Clerk Orientation & Election Administration
- 12:00-12:30 Lunch
- 2:30-2:45 pm Afternoon Break
- 4:30-5:30 pm Board Meeting (Board Only)
- 4:30-7:00 pm Conference Check-In
- 5:30-6:30 pm President’s Reception

WEDNESDAY - March 25, 2026 (Day 1)

- 7:30-8:30 am Conference Check-In and Continental Breakfast
- 8:00-8:30 am First Time Attendee Welcome Breakfast
- 8:30-8:45 am Welcome Ceremony
- 8:45-10:00 am Opening Keynote: **Michael Hingson**
- 10:00-10:15 Morning Break
- 10:15-11:30 **Concurrent Sessions #1** (CHOOSE ONE)
 1. Going Beyond the Ashes of Change
 2. Council Staff Relations
 3. Mental Health – Burnout in the Workplace
 4. So...You’re Also Doing Communications?
- 11:30-2:30 Vendor Show & Silent Auction
- 12:00-1:00 pm Attendee Lunch (Vendors @ 11:00)
- 1:30-2:30 pm Door Prizes Called
- 2:45-3:00 pm Afternoon Break
- 3:00 pm Silent Auction Payments Due
- 3:00-4:15 pm **Concurrent Sessions #2** (CHOOSE ONE)
 5. Small Cities Round Table Discussion
 6. Charitable Gambling: In a Nutshell
 7. Parliamentary Procedure (Minutes)
 8. MN Paid Family & Medical Leave
- 4:20-5:20 pm Nominations & Interviews
- 4:30-7:30 pm Cocktail Hour | Light Apps | DJ Entertainment
- 7:30 pm IIMC & MCFOA Conference Drawing
- 7:45 pm **Dinner ON OWN**

THURSDAY - March 26, 2026 (Day 2)

- 8:00-9:00 am Conference Check-In | Hot Breakfast Buffet
- 9:00-9:45 am Business Meeting & Oath of Office
- 9:45-10:00 am Morning Break
- 10:00-11:15 Elections with **Secretary of State, Steve Simon**
- 11:15-11:30 Morning Break
- 11:30-12:45 **Concurrent Sessions #3** (CHOOSE ONE)
 9. Budgeting Best Practices and Understanding Reserves
 10. Candidate Filing
 11. Stamp, Sign, Repeat: Notary Basics
 12. From First Look to First Day: Crafting City Employee Packets that Shine
- 12:45-1:45 pm Awards Luncheon
- 1:45-3:00 pm **Concurrent Sessions #4** (CHOOSE ONE)
 13. Elections Updates – REPEAT SESSION
 14. Cannabis Legislative Updates – REPEAT SESSION
 15. AI for City Clerks – REPEAT SESSION
 16. Elections Advisory Committee Round Table
- 3:00-3:15 pm Afternoon Break
- 3:15-4:30 pm **Concurrent Sessions #5** (CHOOSE ONE)
 17. Elections Updates – REPEAT SESSION
 18. Cannabis Legislative Updates – REPEAT SESSION
 19. AI for City Clerks – REPEAT SESSION
 20. Write it Right: Mastering Staff Reports, Ordinances, and Resolutions
- 5:00-5:30 pm Cocktail Hour
- 5:30-6:30 pm Pizza & Taco Bar | Pajama OR Super Hero Party
- 6:45-7:45 pm Comedy Sportz Entertainment
- 7:45-8:00 pm IIMC & MCFOA Conference Drawing

FRIDAY - March 27, 2026 (Day 3)

- 8:00-9:00 am Breakfast Buffet
- 9:00-10:15 am **Concurrent Sessions #6** (CHOOSE ONE)
 21. Healthy Workplace Culture
 22. Website Accessibility
 23. Digital Record Keeping
 24. Laserfiche (Electronic Storage)
- 10:15-10:30 am Morning Break
- 10:30-11:45 am Closing Keynote: **Julie Sampson**
- 11:45-12:00 Final Announcements & IIMC/MCFOA Drawing
- 12:00 pm Adjourn

Keynote Speakers

Wednesday Opening Keynote Address

What Would You Do When...

Michael Hingson

Michael Hingson is a New York Times best-selling author and international lecturer. Michael, blind since birth, survived the 9/11 attacks with the help of his guide dog Roselle. This story is the subject of his best-selling book, *Thunder Dog*. Hingson gives over 100 presentations around the world each year speaking to influential groups such as Exxon Mobile, AT&T, Federal Express, Scripps College, Rutgers University, Children’s Hospital, and the American Red Cross just to name a few. Hingson is Ambassador for the National Braille Literacy Campaign for the National Federation of the Blind and also serves as Ambassador for the American Humane Association’s 2012 Hero Dog Awards.



Friday Closing Keynote Address

Breakthrough Conversations – Creating Healthy Dialogue When it Matters Most

Julie Sampson

Julie is the founder of Innovative Growth LLC. With over 25 years experience as a facilitator and professional speaker, she specializes in creating an environment where workplace conflict becomes easy for groups to talk about. Whether she is speaking to an audience of 20 or 2,000, her engaging and humorous style, allow for everyone to not only relate to the everyday experiences that happen in the workplace, but discover practical steps to feel empowered to enter into difficult conversations with greater confidence.



The Innovative Growth framework of: Reframe, Rebuild, Restore, Resilience has created a pathway for clients to reframe how they see workplace mistrust or tension, work together to rebuild healthy group behaviors and norms, and restore communication between work groups to build greater resilience.

She resides in the Twin Cities of Minnesota with her family.

Full Day – 9:00 AM to 4:00 PM

New City Clerk Orientation & Election Administration

Daphney Maras - City Clerk, City of Albert Lea & Cindy Anderson - City Clerk/Treasurer, City of Eden Valley

In this session, new clerks will receive a toolkit to learn more about the following:

Role of a City Clerk | Election Administration | Official Notices -Types | City Council | Minute Taking | Boards & Commissions | Personnel/Human Resources | Finance | Liquor Licensing | Building Permits | Planning and Zoning | Records Retention | Data Practices and Policies | Codification of City Ordinances | Tips from the Trenches



Full Day – 9:00 AM to 3:00 PM

Athenian Dialogue – “Juliette Gordon Low: The Remarkable Founder of the Girl Scouts,” by Stacy A Cordery

Kary Tillmann – City Clerk/Treasurer, City of Zimmerman

Stacy A. Cordery's book "Juliette Gordon Low: The Remarkable Founder of the Girl Scouts" tells the life story of a determined and unconventional woman who helped shape the Girl Scouts, one of the most enduring civic organizations in the United States. The book follows Juliette, or "Daisy" as she was affectionately called by her family, from her early life and personal challenges to her groundbreaking work creating the Girl Scouts, an organization built on service, leadership, and community involvement. Cordery presents Low as a practical problem solver, relationship builder, and tireless advocate who understands how institutions are created and sustained through persistence and people

For City Clerks, this book offers relatable insights into working within established systems while still finding ways to improve them. Low faced resistance, limited resources, and skepticism, yet she relied on clear record-keeping, strong networks, and steady follow-through to turn her vision into a long lasting organization. Her story highlights themes familiar to public service professionals: collaboration, patience, adaptability, strong leadership, and the importance of doing day-to-day work well.

This Dialogue provides space to reflect on the book through shared discussion, allowing participants to explore how Low's leadership style and commitment to service connect to the role municipal clerks play in supporting local government and community life. The focus remains on understanding the book and drawing practical lessons from Low's experiences that still resonate in public service today.

1

Going Beyond the Ashes of Change to the Building Blocks of Success

Michael Hingson - Author & Speaker

Most of us have experienced personal unexpected life-changing events and most likely had a difficult time moving on. Perhaps we have not been able to get past the traumatic change at all. This is because we never learned to prepare for unanticipated changes in our world even if we know that “change happens”.

Using the compelling account of his harrowing journey to safety from the collapsing towers of the World Trade Center on 9/11, Michael Hingson captivates audiences and challenges them to access and strengthen their skills, trust, teamwork, risk-taking, and creativity, to ease their way through changes in their work and personal lives.

3

Mental Health – Burnout in the Workplace

Deborah Saari – Employer Education Coordinator, NAMI Minnesota

In this class, we will discuss what burnout is, what makes it a unique workplace phenomenon, and what can be done to support individuals experiencing burnout. Burnout can impact our mental health, and workplaces play a role in supporting staff through workplace policies, procedures, and awareness. This class is for employees, supervisors, organizational leaders, owners, board members, and human resource professionals.

2

Council Staff Relations

Pamela Whitmore – Attorney at Law, Kennedy & Graven

Effective municipal council-staff relations are built on clearly defined roles, mutual respect, and a commitment to professional, politically neutral interaction. Learn best practices, and join in a discussion about potential landmines and how to avoid them.

4

So...You're Also Doing Communications?

Ben Hayle – Communications Manager, City of Blaine

Communications has quietly become part of many local government roles — whether it was in the job description or not. If you are new to public-facing communication, this session will give you a strong, practical foundation. If you have been doing it for a while, attend to sharpen your approach, confirm best practices, and get new ideas you can use right away.

This session covers the essentials every government communicator should know, from social media and website best practices to easy graphic design tools to working with local media. Participants will leave with a clearer understanding of how to communicate confidently, consistently, and professionally, especially when communications is just one of many responsibilities on your plate.

We will dive into real-world government scenarios, approachable tools, and practical strategies that help build trust with residents and support transparent, effective local government.

5

Small Cities Round Table Discussion

Beth Carlson – City Clerk, City of Chatfield & Betsy Snyder – City Clerk, City of Milroy

Discussion on current challenges they are experiencing, where to find resources, and sharing what has worked in their individual cities.

Major topics covered in the course:

- Overall conflict with residents
- Council and other employees, and how to work together in a small city
- Available resources and where to find them

6

Charitable Gambling: In a Nutshell

Minnesota Gambling Control Board

In this session, the Gambling Control Board will give an overview of their agency, charitable gambling's impact on MN, types of gambling permits, and the cities role in charitable gambling.

8

MN Paid Family & Medical Leave

Nicole Tillman – Founder, Advisor, & People Operations Expert of Shared Objectives

Minnesota's Paid Family and Medical Leave (PFML) program goes live on January 1, 2026, reshaping how public employers manage leave, payroll, and compliance. This session offers a clear, practical look at what employers need to know. We will discuss how PFML interacts with FMLA, ESST, and other regulations, and highlight steps to streamline administration, communication, and recordkeeping. Participants will leave with actionable strategies to keep their city compliant and operations running smoothly.

7

Parliamentary Procedure (Minutes Best Practices)

Lucy Johnson – President & Miriam Simmons - Past President of MN State Association of Parliamentarians

Ever wonder how many people actually read the minutes? How long do you have to keep the minutes? What exactly should be in the minutes? Come and find out the answers to these questions and more.

Elections with Minnesota Secretary of State, Steve Simon

Secretary of State Steve Simon will discuss voting and elections in Minnesota including recent and new election law updates to statute, and will emphasize the important role that county Auditors and Auditor-Treasurers and county staff play in Minnesota's elections system.



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9

Budgeting Best Practices and Understanding Reserves

Jeanne Vogt & April Miller – Senior Fiscal Consultants with Ehlers

The annual budgeting process can be challenging, even for seasoned staff members. Elected officials require accurate, concise, and timely information for effective decision making. A foundation must be established that incorporates a fundamental understanding of available resources and a long-term perspective on operating and capital needs. This session will cover best practices in budgeting, how to succinctly convey information to elected officials, and provide an overview of reserves and their level of availability as a financial resource.

10

Candidate Filing

Emily Hunt – Deputy Director of Elections, Office of MN Secretary of State, Steve Simon

In this session, we will cover the general candidate filing process in Minnesota that all filing officers follow, updates to the state's official *Affidavit of Candidacy* form (now specific to jurisdiction level - i.e., local vs. state candidates) and filing processes from legislation changes over the past few legislative cycles, and questions that may surface through the candidate filing process from candidates or the public over the coming years.

11

Stamp, Sign, Repeat: Notary Basics, Best Practices, and Beyond

Trudy O'Marro – UCC/Notary Services Supervisor, Office of MN Secretary of State, Steve Simon

You've got the stamp—now let's sharpen the skills. Whether you're brand new or looking for a refresher, this session takes a fun, fast-paced look at the notary journey from application and commission basics to confidently handling notarizations in the real world. We'll visit the "why" behind the rules, tackle common gray areas, and swap practical tips. Expect real scenarios, friendly reminders, and a judgment-free zone for those "wait...can I do that?" moments. Come with questions, ready to learn, and leave feeling prepared to notarize with confidence.

12

From First Look to First Day: Crafting City Employee Packets that Shine

Joyce Hottinger – Assistant HR Director, League of MN Cities

Join this session to learn how to create standout employee packets that truly shine! League staff will offer a quick review of recruitment, hiring and onboarding processes for city employees, and spotlight the essential components cities need, from mandatory notices to recommended policy guidelines and practical resources that help new hires feel informed and welcomed. Learn how to add clarity and a little extra sparkle to your materials, and walk away with ideas to light up the new-hire experience from "good enough" to "great."

13

Elections Updates – REPEAT SESSION

Paul Linnell – Director of Elections, Office of MN Secretary of State, Steve Simon

Learn about administering elections in Minnesota. We will review the busy 2026 elections, discuss the implementation of recent election law changes, and look ahead to the next election cycle and the future of election administration in Minnesota.

14

Cannabis Legislative Updates – REPEAT SESSION

Office of Cannabis Management

Join the Minnesota Office of Cannabis Management (OCM) for a comprehensive update on the evolving landscape of cannabis regulation in the state. This session will highlight recent legislative developments shaping Minnesota’s emerging cannabis industry and provide an in-depth overview of the latest licensing requirements, timelines, and implementation efforts. Attendees will gain valuable insight into how new policies are being rolled out, what to expect in the coming months, and how these changes may impact businesses, communities, and stakeholders across the state.

15

AI for City Clerks: Practical Uses, The Risks, and Best Practices

McKaia Dykema – Staff Attorney, League of MN Cities

Artificial intelligence is no longer a future concept. With this technology becoming increasingly popular across local government, learn how to utilize AI appropriately and integrate it safely in your daily work. Participants will receive practical guidance and in-depth examples demonstrating how AI has become relevant to city clerks and how it can be used ethically and responsibly, and where human judgment remains essential. Attendees will leave with a clearer understanding of where AI can add value or produce risk in the city clerk office, where caution is required, best practices for AI in municipal government, and how to responsibly integrate these tools into everyday operations.

16

Elections Advisory Committee Round Table Discussion

Elections Advisory Committee

Join fellow municipal clerks for an interactive round-table discussion led by members of the Elections Advisory Committee. This panel session will provide an opportunity to ask questions and hear directly from experienced city clerks as they share insights, lessons learned, and practical approaches to administering elections in today’s evolving environment.

Panelists will facilitate an open dialogue with attendees to discuss current election-related issues, emerging trends, and common challenges faced by cities of all sizes. Whether you are new to election administration or a seasoned elections professional, this session offers a valuable forum for peer-to-peer learning, collaboration, and idea sharing.

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20

Write it Right: Mastering Staff Reports, Ordinances, & Resolutions

Jodi Gallup – City Clerk/Administrative Coordinator, City of Plymouth

From routine agenda items to complex policy decisions, the quality of written materials can shape how effectively city councils and the public understand an issue. This session walks through the fundamentals of writing clear and concise staff reports, legally sound ordinances, and well-structured resolutions. We’ll break down practical techniques, common mistakes to avoid, and formatting and style standards that help ensure consistency across departments. Participants will leave with writing tips and real-world strategies for elevating their city’s legislative documents. addressed during this session?

21

Healthy Workplace Culture

Julie Sampson – Founder/Owner of Innovative Growth, LLC.

You likely have countless "adventures" in any given day; lots of phone calls, demands, tasks, and different personalities to navigate! Everyone WANTS a thriving culture to work in everyday.

- Learn how teams unknowingly create environments that are either cohesive or adversarial.
- Understand the power of reframing frustrations, rebuilding our responses and creating healthy work relationships all around us.
- Feel empowered to make an impact and reduce future mistrust or power struggles

Everyday is an adventure! YOU can have a greater impact on your workplace culture....more than you might think!

23

Digital Record Keeping: Getting it Done with What You've Got

Terri Spangrud – City Clerk, City of New Brighton

Digital records don't have to be complicated or expensive. In this session, clerks will learn practical, real-world strategies to scan, organize, name, and retain files using tools they already have - Microsoft Office and File Explorer. You'll discover how to apply scanning standards to create usable, searchable files; build folder structures aligned with MN Cities retention rules; use consistent file naming conventions for easy retrieval; and leverage metadata to make finding files faster and easier. Attendees will leave with clear, actionable tips to make their digital records more compliant, organized, and manageable - no specialized software or big budgets.

22

Website Accessibility

Tori Kee – Intergovernmental Relations Representative & Attorney, League of MN Cities

Accessibility of government information and resources is a fundamental principle all cities and their constituents value. When city websites and mobile apps are not accessible, they can create barriers for people with disabilities. New accessibility requirements from the federal government provide more clarity about what cities need to do to comply with the Americans with Disabilities Act so everyone can access city services, programs, and activities online.

Join this session to learn more about website accessibility requirements and resources to keep your website (and other resources) accessible to all!

24

Laserfiche (Electronic Storage) - Go Beyond Scanning

Megan Hamilton, City of Burnsville & Ragini Varma, City of Lewiston – City Clerks

The City Administrator of Lewiston (1500 population) and Assistant City Clerk of Burnsville (65K population) will share their experiences utilizing Laserfiche features beyond merely scanning.

They will discuss self-hosted vs cloud differences, show how they use Forms and Processes, and share Tips and Tricks for practical use. This session is for users who already understand Laserfiche basics.



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City of Eden Valley

Beth Carlson

City of Chatfield

Rayla Ewald

City of Mounds View

Jennifer Gooden

City of Brooklyn Park

Amy Gottschalk

City of Plymouth

Megan Hamilton

City of Burnsville

Monica Hennessy Mohan

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Sue Uhrinak

City of Cass Lake

Ragini Varma

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City of Paynesville

SCSU Staff

Kassidi Andres

Programming

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Registration

MCFOA Leadership

Daphney Maras

Vice President & Chair

Beth Carlson

President

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